

8. BUILDING PROGRAM SUMMARY

8.1 BACKGROUND

The building program for the Victoria Gardens Library is built on the recommendations endorsed by the Library Planning Committee during the Needs Assessment process, on the Library Plan of Service and on the Space Needs Analysis in Chapter 7.

The goal is to plan a facility that meets the community's primary requirements of providing increased space for collections, additional reader seats, and library programming space, while meeting the needs of rapidly changing information technologies. Additional goals include maximizing staff efficiency, and providing adequate working space for library personnel as well as meeting current fire, life safety and disabled access guidelines.



The Building Program's goal is to provide the spaces required to meet the Library Plan of Service, and as noted in the Space Needs Analysis, within the guidelines approved by the City. These are to provide:

- ☐ Space for a 81% increase in print materials to a collection of 1.8 volumes per capita;
- ☐ Space to increase audio-visual collections to hold a collection of over 14,000 items;
- ☐ Space for a dedicated young adult area;
- ☐ Space for a computer training center that will be accessible from the multipurpose center during hours when the library is closed;
- ☐ Space for a quiet study area and a building with acoustical control and spatial organization that will promote quiet study space for those who want it;
- ☐ Space for group study and tutoring;
- ☐ Reader seats of sufficient variety and quantity, including lounge seats, study carrels, and tables;
- ☐ A hands-on computer training room;
- ☐ A circulation area that accommodates innovations in self help for cost effective management, including patron sorting areas and self check stations;
- ☐ A highly visible information service desk that will effectively serve the informational needs of adults and children;
- ☐ Disabled accessibility throughout the facility and at two accessible technology stations and two reader tables, providing accessible locations for every service provided in the library;
- ☐ Space for new programs which are collaborative efforts with other community agencies in the "Back to Basics" Learning Center, the Homework Center and the Technology Center;
- ☐ Sufficient work space for effective staff operation;
- ☐ Organize spaces to maximize staff efficiency;
- ☐ Workstations for a staff of 7 full time employees, and an additional 4 workstations along with 7 task workstations for shared functions for the 8.75 full time equivalent employees;
- ☐ A separate area for a Friends of the Library Book Store; and
- ☐ An energy efficient use of fenestration and spacing to help keep operating costs low

These concepts and visions were translated into specific user spaces, collection areas, and back of house support space during the space needs analysis and preliminary programming process. At the end of the Needs Assessment process, the preliminary space needs requirement called for a facility of approximately 22,300 square feet.

8.2 PROGRAM PROCESS

This program document reflects several reviews and revisions by library staff, administration, city staff, and library trustees to insure functionality and flexibility. Staff participation has included review of furniture, equipment and shelving; adjacency recommendations; acoustical requirements; HVAC, plumbing and sprinklers; telecommunications; and security and exiting requirements.

It also reflects extensive review by the community. The proposed program and plan of service were used as presentation points to more than 15 community groups, educator committees and focus groups, where opinions were solicited, comments encouraged and adaptations to the Plan and Building Program made to accommodate some excellent suggestions and concerns.

The program goals have all been achieved and are documented in the Victoria Gardens Library Building Program, which outlines the requirements for a single story public library of 22,401 square feet. This represents 16,801 assignable square feet with a non-assignable allowance of 5,600 square feet or 25% of the total space. This circulation allowance or non-assignable space will include custodial rooms, lobbies, hallways, thickness of walls, mechanical rooms, telecommunications and electrical closets, and rest rooms. Since the major restrooms can be found in lobby shared space and not allocated in the 22,401 square feet, utilizing this 25% allowance to reach the gross square footage requirements will provide a building that is efficiently organized, meets functional and accessibility requirements, and is not overly restrictive.

The findings of the Master Plan process completed in 2001 indicated that a second library facility should be located on a site in eastern Rancho Cucamonga. The Needs Assessment of 2002 clearly dictated the residents' interest in a single story facility. Two criteria drove this location of spaces: to develop program spaces and adjacencies that provided synergy to the co-located library, theater and event or community room space and the basic need to keep staffing requirements low, a primary requisite of the program.

8.3 DIVISIONS AND SPACES

For the purposes of organizing the building program, the library is divided into 13 Divisions, representing administrative units or physical units, requiring that each space within the Division maintain proximity to other spaces within the Division. Detailed information on each space including furniture, equipment and shelving requirements and functional details is provided in Chapter 15: *Facility Space Requirements*. The following summary provides a brief overview of each Division.

8.4 COLLECTIONS AND SEATING

The Divisions include nine collection and seating areas. These are areas that will house physical collections along with various reader stations and technology stations. The nine areas are: Popular

Materials Area, Children's Library, Teen Area, Fiction Collection, Non-Fiction Collection and Seating, Periodicals Collection, "Back to Basics" Family Literacy Center, Quiet Reading Room and Information Services.

Within these nine divisions, the building will contain shelving for a collection of 102,087 print volumes with 62,947 volumes in adult materials, and 39,140 volumes in the children's collection. In addition to print volumes, the Victoria Gardens Library will hold 14,150 media items located in the Children's Area and the Browsing Area. A detailed profile of the collections is provided in Chapter 10: *The Library's Collections*.

In all cases, the shelving is calculated to recognize that some items will be in circulation, and at 102,087 volumes, the shelving will be approximately 75% full allowing the extra shelf space required for a working collection. The stack aisles will meet accessibility requirements as outlined in the General Requirements Chapter.

The collection and seating areas include 72 children's reader seats and 85 adult/young reader seats, with 18 of these reader seats in the Teen Area for a total of 157 reader seats. This total includes lounge seats and a variety of table and carrel seats in the children's and adult areas as well as 14 seats in the individual and group study rooms. In addition to the reader seats, the program includes 74 public technology workstations. Two ADA accessible technology workstations are included and two accessible reader tables (electrically adjustable) are included. These are located in the Information Services Area, and the Children's Library. A detailed profile of the distribution of user stations is included in Table 6.3: *Occupancy for Each Library Space* at the end of this chapter. A brief description of each of the collections and seating divisions follows.

Popular Materials Area. The function of the Popular Materials Area is the prominent display of new books, audio-visual items, and topical displays in order to increase access to these materials. The Popular Materials Area will contain approximately 14,000 DVD's, CD's, CD ROM's, videocassettes and Audio Books and between 2,400 new books on sloped shelf bookstore display shelving. 4,000 paperbacks will be available on convenient spinners. Two quick-use OPAC terminal will be located here.

Children's Services. This Division occupies 21% of the assignable space and includes the following: Children's Browsing Area, Children's On-Line Public Access Catalog, Children's Storytime Room, Homework Center, Juvenile Collection & Seating, Parenting, Teachers and Home Schoolers Collection, Picture Books Collection & Seating and Family Rest Room. The collections and seating will be divided into areas for young children (Picture Books Collection & Seating) and older children (Juvenile Collection and Seating) and a Homework Center. The area will house 39,140 volumes (25,478 on shelf), 20 current magazine subscriptions, and 3,500 audio-visual items (1,875 on shelf). There will be a total of 72 children's and juvenile reader seats and 14 technology workstations available. One accessible reader table and one accessible technology workstation will be available. The program area will accommodate up to 40 children for story times and craft programs. The Children's Services will include a service desk for reference, directional, and informational assistance. Adjacency must allow this desk to be combined with the Information Services desk.

"Back to Basics" Family Literacy Center. This Division represents an additional 4% of space dedicated to a special children's and family service. This area will house the "Back to Basics" Tutoring Materials collection, 500 non-circulating items that make up the children's literacy collection. Three reader tables will be available and two study rooms to accommodate family literacy

tutoring and private study. The “Back to Basics” area will include an office located adjacent to this area and the Homework Center to oversee the activities in both spaces.

Fiction Division. This Division will house the Fiction, Large Print, Mystery, Science Fiction. It will house 11,765 volumes (8,840 on shelf volumes) and one quick-use OPAC terminals.

Technology Center. This Division will house 22 technology stations, including one teaching station. One of these stations will be ADA accessible. It will be located to permit operation when the library is closed.

Non-Fiction Division. This Division will house the Non-Fiction Collection of 28,350 volumes (22,750 on shelf volumes) including a special collection of 3,000 items covering the performing arts. Twenty-one reader seats at study carrels and tables will be located in this area and seven quick-use OPACs strategically located at stack ends. Two accessible readers table will be available.

Periodicals. This Division will house the current periodicals adjacent to a comfortable lounge and reading area. It will include 216 current periodicals on display shelving, 18 current newspapers, and 12 reader seats in tables for four.

Information Services. The Information Services Division will contain an Information Desk, the combined Adult and Children’s Reference collections interfiled and 14 technology workstations in a highly visible location. The collections will consist of 1,932 non-circulating volumes housed on a variety of full height, mid-height, and counter heights shelving units. The area will include 14 technology workstations and eight reader seats. One technology workstation will meet disabled access requirements. The staff at the Information Desk will provide reference, directional, informational, and technology assistance, and supervise most areas of the adult and children’s collection and seating areas.

Teen Area. This Division will house the young adult area, which consists of the Young Adult Collection and Seating Area and the Teen Group Study Room. This area will include 12 reader seats, 6 reader seats in a six-person study room, 2 technology workstations, and "booth-style" technology workstations for 12. The area also includes approximately 4,000 young adult books, (1,900 of which are on the shelf) and 9 current periodicals.

Quiet Reading Room. This Division will be dedicated to quiet study and reading. It will house 14 reader seats and 4 lounge chairs.

The other three Divisions are Circulation and Support Services Division, General Building Services Division, and the Library Entrance Division.

8.5 ADMINISTRATION AND SUPPORT SERVICES

Circulation Division. The Circulation Services Division includes the Circulation Desk with a patron sorting area and a self-checkout area, a Customer Service Conference Room, a staff Copy Center, and Staff Workroom. The Supervising Librarian’s Office and the Computer/Telecommunications Room are also in the Division. The workroom includes fourteen staff workstations, nine of which are technology workstations. The Circulation Desk includes four public service stations and two self-check stations.

General Building Services. The General Building Services Division contains the Custodial Workroom, the Staff Entrance and Lobby, the Staff Lounge and the Staff Rest Rooms. General Storage and Compact Shelving is also located in this Division, to house duplicate copies and less used volumes on compact shelving units as a space savings.

Library Entrance Division. This area serves as the gateway to the Library, and contains the Friends Book Store and the Friends Book Storage & Workroom. It will be organized to allow for separate hours of operation for the Book Store. It should include display and exhibit space for cultural, historical and art exhibits.

8.6 PROGRAM SUMMARY

One overall goal of the program was to create a facility, which utilizes prime real estate for users, minimizes the space for collection storage while expanding the collections, and maximizes staff efficiency through the organization of the building.

Reader Seats	157
Technology Stations	74
Volumes	102,087
Multimedia Units	14,150
Periodical Subscriptions	263
Major Public Service Desks	3
Help Desks/Instructor's Stations	1
Public Service Workstations	11
Staff Offices	2
Staff Workstations	9
Task Workstations	7
Meeting Room Seats	341

Table 8.1: Program Summary

The above table provides an overview of the contents of the building program. Table 6.2 below illustrates a rough distribution of space by function. This is prepared by assigning a Supercategory or “use” category to each furniture and equipment and shelving item in the building program and then tabulating the total space allocated to each of these uses. Detailed descriptions of the contents of each of the supercategories are included in Chapter 11: *The Library Supercategories*.

Reader Seats	23%
Technology	15%
Shelving	32%
Staff Workspace	14%
Meeting Rooms	3%
Special Purpose	13%

Table 8.2: Program Summary by Use Category

8.7 PROGRAM DOCUMENT

The preliminary chapters of the building program document provide a thumbnail sketch of the process that preceded the development of this program. Summaries of the Community Needs Assessment, Background and Overview, Plan Of Service, Space Needs Analysis and Acknowledgements have been

included. The subsequent chapters of the building program include specific functional criteria on what is required for the building to function.

Chapter 9 *General Requirements and Space Planning Standards* provides functional and design criteria for the entire facility and Chapter 15: *Facility Space Requirements* provides these requirements on a space-by-space basis. These criteria include adjacency recommendations, flexibility, fenestration, audio-visual, acoustics, space finishes, lighting, HVAC, signage, security, electrical, telecommunications, and disabled access requirements. Without these qualitative criteria being met, the spaces cannot properly serve the library's program goals. As noted earlier, the goals of this project are not just increasing the quantity of space, but to create functional space to serve the program.

Chapter 10: *The Libraries Collections* takes a detailed look at the projected collections and the shelving requirements for these collections. Chapter 11 provides a more detailed look at the contents of the supercategories, which are noted above. Chapter 14 provides the spatial relationship recommendations for each of the library's 13 divisions and separately, for each of the individual spaces within these divisions. Chapter 11 provides not only the physical criteria for each space, as noted above, but also a complete furniture and equipment and shelving list for each space as well as the assignable square footage for that particular space. Chapter 12 provides a complete alphabetical list of each furniture, equipment, and shelving item that is included in the project with the space requirements. The same alphabetical listing of furniture, equipment and shelving is also provided with the projected costs.

This chapter concludes with summary charts of occupancy by user station, occupancy by staff station, and a complete list of the Divisions and Spaces. This building program should be regarded as a living document, a record of decisions made during the planning process, subject to change through the schematic design and design development phases. Further, it is critical to note that a building program is a moving target until it is tested during the schematic design phase. New facilities can be more efficient than renovated ones. The shape and configuration of spaces can affect the overall efficiency as well as the number of stories and number of individual rooms and spaces required.

8.8 OCCUPANCY FOR EACH LIBRARY SPACE

Location	Reader Seats	Lounge Seats	Reader ADA	Tech Workstn	Tech ADA	Meeting Room Seats
"Back to Basics" Family Lit. Area	12	0	0	0	0	0
"Back to Basics" Tutor. Room	4	0	0	0	0	0
Browsing Area	0	0	0	2	0	0
Children's OPAC	0	0	0	7	1	0
Children's Story time Room	0	0	0	0	0	41
Homework Center	8	0	0	6	0	0
Juvenile Collection & Seating Area	32	0	0	0	0	0
Parenting Collection	4					
Picture Book Collection	12	0	0	0	0	0
Event Center (Shared multipurpose)	0	0	0	0	0	300
Fiction Collection & Seating Area	0	0	0	1	0	0
Information Services OPAC	0	0	0	13	1	0
Adult & Children's Reference	8	0	0	0	0	0
Study/Tutoring Room A	4	0	0	0	0	0
Study/Tutoring Room B	4	0	0	0	0	0
Non Fiction Collection & Seating	21	0	0	7	0	0
Periodicals Collection	12	0	0	1	0	0
Quiet Reading Room	14	4	0	0	0	0
Technology Center	0	0	0	20	1	0
Teen Area	12	0	0	14	0	0
Teen Study Room	6	0	0	0	0	0
	153	4	2	71	3	341

Table 8.3: Occupancy for each Library Space

8.9 STAFF OCCUPANCY FOR EACH LIBRARY SPACE

Location	Service Desk Station	Office Workstn	Staff Workstn	Task Workstn
Supervising Librarian		1		
"Back to Basics" Specialist		1		
Circulation Desk	6			
Information Desk	4			
Friends' Bookstore	1			
Friends' Book Storage & Workroom				2
Staff Workroom			9	5
Technology Center	1			
	12	2	9	7

Table 8.4: Staff Occupancy for each Library Space

<u>LIBRARY DIVISION</u>	Space	DIVISION
Space Name	Sq. Ft.	Sq. Ft.
<u>“BACK TO BASICS” FAMILY LITERACY CENTER</u>		<u>614</u>
“Back to Basics” Office	138	
“Back to Basics” Tutoring Collection & Seating	336	
Tutoring and Study Room	140	
<u>CHILDREN'S LIBRARY</u>		<u>3,602</u>
Children's Browsing Area	321	
Children's Entrance (Interior)	N/A	
Children's On Line Public Access Catalog (OPAC)	255	
Children's Storytime Room	442	
Family Rest Rooms	N/A	
Homework Center Collection & Seating	328	
Juvenile Collection & Seating	1,562	
Parenting, Teachers and Home Schoolers Collection	108	
Picture Books Collection & Seating	586	
<u>CIRCULATION AND SUPPORT SERVICES</u>		<u>2,512</u>
Circulation Desk	677	
Computer/Telecommunications Room	187	
Customer Service Conference Room	164	
Staff Copy & Communications Center	189	
Staff Workroom	1,145	
Supervising Librarian's Office	150	
<u>FICTION COLLECTION</u>		<u>536</u>
Fiction Collection & Seating	536	
<u>GENERAL BUILDING SERVICES</u>		<u>1,023</u>
Custodial Sink and Storage Room	144	
General Storage and Compact Shelving	464	
Loading Dock	N/A	
Mechanical Equipment Room	N/A	
Staff Lounge	415	
Staff Rest Rooms	N/A	
<u>INFORMATION SERVICES</u>		<u>1,978</u>
Adult & Children's Combined Reference & Seating	524	
Copy Center	193	
Information Desk	500	
On-line Public Access Catalog (OPAC)	451	
Study/Tutoring Room A	155	
Study/Tutoring Room B	155	

<u>LIBRARY ENTRANCE</u>		<u>808</u>
Friends' Book Storage & Workroom	283	
Friends' Book Store	525	
Library Entrance	N/A	
Public Entrance & Lobby	N/A	
<u>NON-FICTION COLLECTION</u>		<u>1,979</u>
Non-Fiction Collection & Seating	1,979	
<u>PERIODICALS COLLECTION</u>		<u>552</u>
Current Magazine & Newspaper Display & Seating	552	
<u>POPULAR MATERIALS AREA</u>		<u>961</u>
Popular Materials Area	961	
<u>QUIET READING ROOM</u>		<u>654</u>
Quiet Reading Room	654	
<u>TECHNOLOGY CENTER</u>		<u>609</u>
Technology Center	609	
<u>YOUNG ADULT SERVICES</u>		<u>973</u>
Teen Group Study Room	179	
Young Adult Collection & Seating	794	
	Net Assignable Square Footage:	<u>16,801</u>
	Non-Assignable Square Footage (@ 25 of Gross):	5,600
	Gross Square Footage:	22,401

Table 8.5: Building Program Summary by Division and Space

9. BUILDING PROJECT OVERVIEW AND INTRODUCTION

9.1 BUILDING PROJECT OVERVIEW AND INTRODUCTION

The City of Rancho Cucamonga currently has a library of 22,500 square feet to serve the library needs of a community of 127,000. The City has experienced phenomenal growth since its consolidation in 1977 as it grew from a population of 55,350 to 127,000 in the year 2000. This represents a population growth rate of 131%.

This Community Needs Assessment was built on a city-wide process embracing library, parks and cultural services as well as technology needs. The Needs Assessment, which is the basis for this building program as well as the Library Plan of Service, was the result of collaboration between two key departments within the city of Rancho Cucamonga (Library and Community Services), a major developer in the community and the four school districts that serve the community.

Concepts and visions that emerged through the Needs Assessment process which covered all venues of public service were translated into specific library user spaces, library collections, and back of house support space. Also part of the Needs Assessments were visions that resulted in plans for shared space, services and programming. At the end of the Needs Assessment process, the Project Team proposed a partnership between the Library, a Children's Theater and an Event Center, a project that encompassed a total of approximately 57,000 square feet. The recommendation included preliminary space needs requirement for a library facility in the range of 22,000 square feet. City Council approved the multipurpose project approach. During an extensive community review process, the square footage for the library increased to 22,400 and the specific user spaces within the library were reallocated and relocated to reflect specific interests or concerns of the community stakeholders. In the final review of library space, including shared use of the Event Center for programming and the lobby and restroom area for general use, the library square footage amounted to 26,863 square feet of direct library service space.

During the course of this three-year planning process, the Rancho Cucamonga Public Library Building Project Team has altered and evolved. Consistent in the effort has been the Rancho Cucamonga Public Library management staff of professional librarians including Deborah Clark, Robert Karatsu, Renee Tobin and Michelle Perera. During the conceptual stage of forming the partnership with Community Services, Kevin McArdle as Director of Community Services, provided inspired leadership that continues in the project's new and exciting form as the Library and Cultural Center in Victoria Gardens.

The Project Team for the Victoria Gardens Library, as well as the entire multi-purpose project, consists of the following talented specialists: Linda Demmers as independent library consultant, Michael Crose as Library Technology Consultant. Architects Larry Wolff and Peter Pitassi led the building's design process. As a kickoff for the design phase, an intensive three day design charrette was conducted with the following participants: George Wiens, Xavier Adrian and Lisa Cox, WLC Architects, Kevin McArdle, Community Services Director, Brad Buller, City Planner, Pam Easter, Deputy City Manager, Dale Catron, City Facilities Supervisor, Susan Sluka, Performing Arts Coordinator, Steve Pollack, Auerbach Theatre Consultants, Dave Barron and Gordon Hoopes, Thematic Consultants, Summit Design, John von Szeliski, JWSA Theatre Architects, Steve Wesson, Forest City Development, and David Auld, Altoon & Porter Architects.

The design process was driven by the need to build synergy with the partners in the project, (the Library, the Children’s Theater and the Event Center) and the building program of each of the partners. The charette process allowed the free flow of ideas, the ability to maximize and respond to the needs of the partners and build on the shared creativity and talents of 30 building and design specialists.

Initially, three basic planning scenarios were developed to kick off the charette, each representing responses to the opportunities and constraints offered by the site and the inter-relationships needed by the partners. The group of 30 broke into four work groups, each work group containing specialists in the fields of library, performing arts and community services. One work group was assigned to each of the following building elements: Library, Theater, Event Center and the outdoor commons area, which would be treated as a fourth “major space”. The workgroups took four hours to develop their plan and were encouraged to be creative and to exercise “out of the box” thinking—but to keep within the square footage of the building programs. Each of the workgroups presented their ideas, visualized through careful “to scale” drawings and artful and whimsical presentations of design elements. City staff members were present throughout the charette to respond to questions ranging from code requirements to energy design. A study of all the proposals led to a fourth plan, a synthesis of two of the studied versions.

During the design process, the Program was modified as new input from the community through a series of presentations and focus groups fine-tuned the spaces and services. These changes were incorporated into the plan as it developed.

9.1.1 PROJECT TIMELINE:

<u>ACTIVITY</u>	<u>DATE</u>
Site Acquired (Obtain Possession by Purchase, Donation or Lease)	06/10/02
Schematic Plans Completion	06/01/02
Design Development Plans Completion	09/01/02
Working Drawings (90%) Completion	02/01/03
Construction Documents Completion	05/01/03
Project Advertised for Bids	06/01/03
Start of Construction	09/01/03
Estimated Mid-Point of Construction	05/01/04
Completion of Construction	01/01/05
Opening of Library Building to the Public	02/01/05
Final Fiscal & Program Compliance Review Completed	04/01/05

Refer to Chapter 13 in the Building Program for a preliminary project budget for the Victoria Gardens Library portion of the multi-purpose facility.

9. GENERAL REQUIREMENTS AND SPACE PLANNING STANDARDS

The following section of the building program provides guidelines and criteria for the physical design of the Victoria Gardens Library as well as specific accessibility requirements; energy efficiency recommendations; staff efficiency; space-planning standards utilized; and detailed information on furniture, finish, and fixture requirements. These are standards that have been approved by the Victoria Gardens Cultural Center Project Team, Library Administration, and the Board of Library Trustees; guidelines that have been provided by the library planning consultant; and reiterations of accessibility and Title 24 requirements as applicable to the library project.

The Building Committee adopted the following as guiding principles for the project:

- ☐ Aesthetically inviting
- ☐ Clean
- ☐ Secure
- ☐ Logically organized
- ☐ Modular design for flexibility
- ☐ Comfortable and attractive
- ☐ Ergonomic
- ☐ Energy efficient
- ☐ Climate controlled

9.2 SITE

General requirements for the site include the following:

- ☐ Pay telephones (one of which is disabled accessible)
- ☐ Large highly visible sign noting the Library's location
- ☐ Exterior lighting on timer or photo sensors
- ☐ Exterior free standing book return at nearest vehicular access point, flat path with no incline for staff to push book trucks to empty bins
- ☐ Bicycle racks
- ☐ Trash and smoking materials receptacles near, but not too near, the front entrance
- ☐ Parking spaces for service and delivery vehicles
- ☐ Loading and receiving zoned space
- ☐ Disabled accessible spaces
- ☐ Provision for trash pick up and storage and dumpsters
- ☐ Site plantings

Site Accessibility

An accessible route to the facility must be provided including access to transportation, parking, sidewalks and buildings. The width of the access route is to be a minimum of 36" with turning and passing spaces (60" x 60") at obstructions, but at no less than every 200'.

The route cannot have level changes without accessible ramping. (See below) The ground surface must be firm, stable, and slip resistant. Detectable warnings are required for any hazardous vehicular areas, water features such as reflecting pools, sculptures, bicycle racks or monumental signs. Any gratings must have spaces a maximum of 1/2" wide with the long dimension perpendicular to the direction of travel.

Transportation Accessibility

The parking requirement is a minimum of one accessible space for every 25 parking spaces with no less than one space. Accessible parking spaces must be at least 8' wide served by an accessible aisle at least 5' wide for a total of 13' wide. Accessible parking must be the shortest route to accessible entrances and the access aisles must be part of accessible route to the entrance of the Library.

Accessible and van parking must be clearly marked with a sign displaying the International Symbol of Accessibility, wheelchair symbol, in white on a blue background and must be located where it can not be obscured by a parked vehicle or other object.

Hardscape

Curb ramps are required where an accessible route comes to a curb and must be located where a parked vehicle cannot obstruct them. The maximum ramp length is 30'. The maximum ramp slope is 1-foot rise per 12 feet of length. Build up can be a maximum of 36". It must be slip resistant and cannot project into traffic lane. Curb ramp sides can be a maximum of 1:10, 1:12 if 48" at top of ramp. Detectable warnings are required for full length and width of ramp.

Ramp must be fully contained when in a marked crossing area. Islands must be level with the street or curb ramps with a minimum of 48" of level ground between.

9.3 ENTRANCE

Hours and days of operation for the Victoria Gardens Library should be posted at the entrance to the library lobby visible from outside when the building is closed. Entrances to library services specific requires minimum 90" opening for inventory security system. System gates must be a minimum of three feet from any metal surface and a minimum of eight from any electronic workstation to prevent interference or malfunction of the unit.

The main entrance should open into a lobby that serves the Technology Center, Friends Book Shop and Public Rest Rooms and meet the following general requirements:

- ☐ Foot cleaning, grates or walk-off mats
- ☐ Public telephones (or in immediate area outside the facility)
- ☐ Accessible drinking fountains
- ☐ Signs for City information, donor plaques, City Council and Library Board of Trustee acknowledgements
- ☐ Donor wall
- ☐ Video surveillance cameras

The library entrance, which opens into the library circulation lobby, should include the following:

- ❑ Floor plan and building directory
- ❑ Paper management system for handouts and bulletins
- ❑ Locked display and exhibit space
- ❑ Theft detection gates in set of three to create dual corridor entrance and exit
- ❑ Annunciator panels for all fire and security systems

Entrance Accessibility

Signage must indicate location of nearest accessible entrance. Exterior doors must be available with automatic, manual automatic, or power assist options. Automatic doors must read below the height required to recognize children and individuals in wheelchairs. For manual automatic or power assist doors, which require a plate, the plate must meet the front and side reach requirements of 48" and 54" respectively above finished floor. Doors must comply with ANSI standards. Doorways require a minimum clear opening of 32". A minimum clear distance between a pair of hinged doors of 48" must be provided. If a door closer is used, the door should take at least three seconds to get to a point 3" from the door latch. Door hardware can be located no higher than 48" above finished floor. Once inside the doors, the security gates must comply with the same guidelines as doors.

9.4 ACCESSIBILITY

Accessible Aisles, Doors and Paths of Travel

All offices, workrooms, meeting rooms, study rooms, and collections and seating areas must be accessible by means of a 36" wide aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance from the nearest exit, cross aisle or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide.

Doors to all rooms, except closets and supply rooms, must be 36" wide with a minimum clearance of 32" required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Other accessibility guidelines are included in the following sections: Stacks and Shelving, Reader Seats, Drinking Fountains, Entrance, Site, Telecommunications, Rest Rooms.

9.5 STRUCTURE

Column bays of 25' or in multiples of 5' are recommended in stack areas. This is consistent with the use of a 24" closed base stack in conjunction with the 36" accessible aisle. In cases where a 20" closed base stack unit is utilized, the aisle can be increased to 40".

The floor-loading requirement throughout the building should be 125 - 150 pounds per square foot live load to allow for the weight of stacks. Compact shelving will be acceptable on slab on grade only or in areas where the structure has been enhanced to 250 to 300 pounds per square foot live load. When

possible, columns should not be introduced in Technology Center, children's program area, or the lobby.

9.6 LIGHTING & LIGHT CONTROL

Window treatment for light control should be included where necessary. Generally direct east or west facing exposure is to be avoided. North and south facing windows are preferred and book stacks should be located away from sources of natural light. A lower level of ambient fluorescent light supplemented with natural light and appropriate task lighting is preferred. (See also Energy Efficiency Characteristics *Section IX* below)

While it is recognized that various conditions including contrast, reflectivity, and tasks to be performed affect the objective quantification of lighting required, a guideline for lighting levels, based on the most common tasks, should be as follows:

- ❑ Reading areas: 30 to 40 foot-candles measured horizontally at work surface augmented with task lighting for a combination of ambient and task lighting of 50 foot-candles
- ❑ Book stacks: 6 foot-candles minimum measured vertically at a height of 12 inches and 30 foot-candles maximum measured vertically at any height
- ❑ Building entrance: 5 - 10 foot-candles
- ❑ Public restrooms: 10 - 20 foot-candles
- ❑ Study areas: 50 foot-candles
- ❑ Circulation desk and other work areas: Minimum 50 foot-candles measured horizontally on the work surface

Computer monitors should be shielded from direct light and glare or positioned perpendicular to any windows. The number of lamp types must be minimized, reasonably priced, easily obtainable, and meet any City of Rancho Cucamonga standard if applicable. Task and table lamps should be vandal and theft resistant.

Occupancy sensors, photocells for areas rich with natural light, or motion detectors are to be included to aid in compliance with the California energy code requirements (Title 24). Service areas, the copy room, utility rooms, and other limited occupancy rooms, such as data and electrical closets, should have lighting controlled by occupancy sensor or motion detector. Lighting in large public areas should be zoned to allow partial dimming of lights during daylight hours.

Stack lights should be stack-mounted parallel to or ceiling mounted perpendicular to book stacks, provide direct or indirect light, and have narrowly spaced baffles to prevent breakage by items being removed from the top shelf.

Lighting in general public areas is to be controlled from central panels located at the Staff Entrance, Circulation Desk or Information Desk, to facilitate opening and closing the library. Provide master controls at shipping and receiving entrance and at main entrance to library. Emergency back up lighting is to be included. Exterior lighting should be on a timer or light sensor controlled system.

9.7 WINDOWS

Windows in offices and reading areas should be provided with roller shades or other light control device. Operable windows may be acceptable in staff areas. Operable windows in public areas should have high or lockable screens.

9.8 HVAC

Temperature in stack areas should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. In other areas, comfort level is to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Minimum ventilation requirements are 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour and with a minimum of 12 air exchanges per hour in rest rooms. Controls should allow for zoning, particularly of the Quiet Reading Room, Family Literacy Center, Technology Center, Teen Center, and individual office and workroom spaces. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

- ❑ Provide separate temperature controls for telecommunications equipment room
- ❑ Thermostats in public areas should have lockable covers
- ❑ Special note should be taken of rooms with high equipment load. These include Technology Center, Copy room, Telecommunications Room, and Information OPAC Centers.

9.9 ENERGY EFFICIENCY CHARACTERISTICS

As noted throughout the various sections of this chapter, the library facility will be required to employ energy savings equipment and exhibit design features that will significantly reduce energy consumption throughout the life of the building. The project should encompass goals of sustainability, reduced operating costs, community relevance, and a healthy productive workspace.

A partial compilation of these basic recommendations follows:

Site

The project should strive for environmental responsibility and efficient use of the site including the protection of natural areas and minimal disturbance of adjacent areas. It should maximize the opportunities for habitat conservation and look for opportunities to reduce the need for automobile transportation to the site. The heat generated by surfaces on the site must be reduced to help reduce air conditioning costs. Where possible, the seasonal and daily wind flows across the site should be utilized to create opportunities for natural ventilation. The impact of seasonal high wind velocities of the area should be acknowledged in the layout of the site.

Water Efficiency

The project should be designed to minimize the use of potable water. The goals for this would include the requirement to reduce the quantity of water needed for the building and to reduce the burden on municipal water supply and treatment. Water used in landscaping will be reduced through the use of intelligent irrigation in combination with native plantings. Landscaping plans will use native or adaptive, drought tolerant plant materials and reduce or eliminate the need for permanent irrigation

systems that use potable water. Rainwater will be captured to supply any water features and for irrigation during the dry seasons. Water conservation fixtures will be installed in the building with the goal of reducing water consumption 20% below current codes.

Facility

If possible, orient the building on the site to maximize north and south facing facades. All exterior windows will be shaded through the use of overhangs, plantings, exterior solar control devices, interior blinds or shades, fritting, or a combination of these to protect the windows from direct sunlight during the cooling season, and to protect users from glare. Specify a light colored roof or a white reflective coating for the roof. Specify a high-performance (Low-e®) insulated glass. Extra insulation beyond the minimum Title 24 requirements should be included to the maximum extent possible; and beyond the requirements of day-lighting and views, the amount of glazing should be minimized.

Lighting

In general, a lower level of ambient light supplemented with task lighting, which is appropriate for specific tasks, will be provided. Lighting for individual offices, staff and public rest rooms, storage rooms, group study rooms, staff lounge, closets, copy area, telecommunications and electrical closets, custodial closets and any other unoccupied space will be controlled with occupancy sensors or motion detectors. The lighting in all large open areas will be zoned to enable portions of the lighting to be extinguished either manually or automatically when daylight is available. The lighting in all public areas should be controlled with a time clock schedule as part of a building lighting control system. Continuously dimming electronic ballasts will be specified in all fixtures within 15 feet of a daylight source in order to maximize the use of daylight; and clerestory elements or roof monitors should be used to introduce daylight into the interior of the building. Utilize T5HO lamps in stack mounted light fixtures and in areas where indirect lighting is desirable. All exit signs should have LED lamps.

The intensity of site lighting will be minimized through the use of energy efficient fixtures. Automatic controls will be utilized to reduce lighting levels after curfew hours or 30 minutes after library closing.

HVAC

Specify a Variable Air Volume (VAV) HVAC system. Temperature controls and heating systems will be zoned to allow areas that are unoccupied, such as the Technology Center and Friends' Store to be turned off or down when not in use. The comfort requirements will be relaxed and the acceptable temperature range during cooling will be raised a few degrees and the acceptable temperature range during heating has been lowered a few degrees. Natural ventilation should be utilized to the fullest extent possible.

Plumbing and Hot Water

All fixtures will be specified as automatic "shut-off" to limit the amount of hot water used for hand washing. The hot water temperature will be set as low as possible for hand washing and ultra-efficient water heaters will be specified.

Electricity

Purchase only new equipment, that is "Energy Star" certified and insure that "power down" and "sleep" functions are utilized. Other energy saving strategies such as the installation of a photovoltaic

system linked to the electric utility grid should be fully investigated during the design phase of the project.

Sustainability and Resource Conservation

Where possible locally produced materials will be used to reduce the use of energy for transportation. At least one half of the wood used should come from sustainable harvested forests. The building materials specifications will incorporate the use of recycled materials to minimize the use of new resources in the construction. These products made from recycled materials might include the carpet, toilet partitions, fly ash in concrete, ceramic tile, acoustic ceiling tile, and reclaimed lumber or lumber made from recycled plastics. In addition, adequate space will be provided in the library for the storage of recyclable materials in order to encourage this practice by library employees. Construction waste should be minimized and where possible it should be recycled to reduce the burden on landfills.

9.10 DRINKING FOUNTAINS

Drinking fountains should be located in lobbies or in alcoves, which serve public rest rooms, and away from carpeted stack and seating areas. At least 50% of all drinking fountains must be accessible, but no less than one.

Drinking fountains must have spout outlets that are no higher than 36" above finished floor, and are located at the front of the unit and direct the water flow in a parallel, or nearly parallel, trajectory to the front of the unit. The flow must be at least 4" high to allow for the use of a cup or glass.

In addition to a wheelchair accessible drinking fountain, there must be a drinking fountain that is accessible to individuals who have difficulty bending or stooping. When a single drinking fountain is provided, this accommodation can be achieved by adding either a paper cup dispenser adjacent to the fountain or specifying that the single fountain be a high and low flow fountain which can accommodate both requirements.

9.11 REST ROOMS AND LAVATORIES

Public rest rooms will be provided in sufficient size and quantity to meet local codes and to meet the requirements for serving the specific building areas, which may have different hours of operation including the Technology Center and the Friends' Book Shop.

Rest Room Accessibility

Accessible sanitary facilities must be provided for both the staff and the public. If separate public rest rooms are provided for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

All public and staff rest rooms will meet the accessible aisle requirements as noted above in the Section above "Accessible Aisles, Doors, and Paths of Travel."

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

In a multiple accommodation toilet room, at least one accessible compartment will be provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The top of the toilet seat must be between 17" and 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, will be mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements of 48" and 54" respectively. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Rest rooms signage which includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille.

Fixtures in children's rest rooms will be sized appropriately and both men's and women's rest rooms will contain diaper changing stations.

9.12 SECURITY, FIRE AND LIFE SAFETY

The building should include both a new dual corridor inventory control system and a perimeter alarm system as specified by the City. All emergency exits will have panic hardware and audible alarms. No less than 50% of all emergency exits will be disabled accessible. In all areas of the building where accessible means of egress are required, Areas of Rescue, or Evacuation, Assistance must be provided for exits that are not accessible, with the exception of areas that are covered by an automatic sprinkler system.

Alarm systems will include visible as well as audible alarms for fire and other emergencies. Annunciator panel for alarm system at circulation desk or desks, depending on location, and will have an arming station at staff entrance. The alarm shall report to the location specified by the City. (TBD)

Visual alarms are required in all rest rooms and other common public areas including reading rooms, meeting rooms, hallways, and lobbies. Visual alarms must be placed 80" above the highest finished floor or 6" below the ceiling, whichever is lower. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. In larger areas exceeding 100' across, the devices may be placed around the room at a maximum of 100' apart. Audible alarms must produce a sound that exceeds the normal sound in an area by at least 15 dbA, or exceeds the loudest sound, of at least 60 seconds in a space, by 5 dbA. Audible alarms cannot exceed 120 dbA.

Card readers or keypads should be considered at staff locations and other appropriate locations that require internal control. These should be "roughed in" at a minimum with conduit available for future installation, e.g., Technology Center, Staff Lounge, and Circulation Workroom.

The following are general recommendations. The use of a technology consultant is recommended for network design.

Distribution and Conduit

All construction will contain adequate conduit, ducts, or cable trays to accommodate data network, media distribution network, and power distribution to specified areas. Cable trays and ducts must have access panels for future cabling by owner. A central intercom and public address system accessed through the phone system should be considered. Adequate space in phone and data closets should be provided for routers, data terminal boards, or network management equipment for future requirements.

All voice and data cable conduit shall be rigid metal conduit unless a profile floor is utilized. The conduit shall terminate in metal boxes at the users end. All conduits will be placed in the hung ceiling unless specifically indicated to be underground. No 1/2" conduit should be used in project; the minimum acceptable size is 3/4" with 1" preferred. Conduit will be "home run" to the Computer Systems/Telecommunications Room and will contain pull string. Conduit will stub out at the top of a plywood backboard, where the conduit is run overhead and at the bottom where run underfloor. Overhead is preferred where possible. Conduit will be mounted in a sturdy fashion and provide a neat (orderly) appearance.

Lighting, power, telephone, and communications outlets shall not be placed back to back; and in rated walls shall be separated by a minimum of 24", e.g., study rooms, copy center, and office areas.

Floor outlets shall be of brass construction, flush to the floor with hinged covers opened with a single key or with carpet insert. Floor outlets should be installed throughout the Reference and Technology Area, Children's Reference and Technology Area, Lifelong Learning Center, and other areas to be designated, in a grid system designed on a four, six or ten foot square grid. The system should also provide for the installation of 110-volt electrical service, television, and/or communication cables.

Cable and Networking

All data and voice cable should be Category 6 enhanced UL approved and rated cable, or better. The feasibility of utilizing wireless technology for the project should be explored early in the design process.

Each data outlet should have four pairs of cable terminated at the outlet on an RJ45 termination device or equivalent. A single four pair cable drop should not be split to serve more than one outlet. Jacks should be installed in dual termination configuration sharing a common faceplate with the voice and data jack.

Network Accessibility

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no lower than 15" above the finished floor for forward reach access and no lower than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. The depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations if no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel.

Communications Equipment

A telephone system or systems will be provided to meet the City of Rancho Cucamonga standard. This system will include automated attendant, call forwarding, voice mail if required, and upgradeable expansion module. A public address system will be provided through telephone system or other system. Ceiling speakers, in sufficient quantity to be effective, will be provided in all public and staff areas including rest rooms, workrooms, offices, and all public areas.

9.13 ELECTRICAL

The minimum electrical service to the facility will include no less than one 20 amp circuit per 2 to 4 electronic workstations, with an estimated 75 to 100 potential technology workstations and miscellaneous photocopy, printing, multimedia, and security system equipment. The general requirements for electrical service to the facility include the following:

- ☐ Voltage regulated at building feed or at each feed box
- ☐ Surge protection at panel
- ☐ Dedicated lines available for equipment; e.g., theft detection system, photocopiers, etc.
- ☐ Wiring easily accessible through low profile floors or conduit above dropped ceilings or in columns
- ☐ Power and data outlets located in dual configuration no more than 6" apart
- ☐ Electric outlets along walls should be located at 10 foot intervals with face plate centered at 15" above finished floor unless otherwise specified
- ☐ Electric outlets should be in all support columns
- ☐ Electric outlets should be located at a minimum of 5-foot intervals along all work counters unless otherwise specified
- ☐ Two duplex outlets per staff workstation or office location
- ☐ Integrated central clock system will be included

- ❑ Light switches mounted in a multiple gang box under single cover plate with central control at circulation desk and at staff entrance
- ❑ Floor outlets flush with the surface (No monuments or bus stops)

9.14 GRAPHICS AND SIGNAGE

The program and budget should include a full signage and graphics package, which will meet all ADA and all fire and life safety requirements. This signage program should be coordinated with the interior architecture and include at a minimum:

- ❑ Easily identified entrance signage integrated into site, parking and building exterior
- ❑ Changeable signs or insert sign carriers for hours and other services
- ❑ Sign carriers for both ends of each book stack unit
- ❑ Signs designating permanent rooms and spaces
- ❑ Signs designated major building areas
- ❑ Evacuation signs
- ❑ Emergency exit warnings
- ❑ Room number identification
- ❑ International pictograms or symbols for accessible areas; e.g., restrooms, photocopiers, emergency exits, parking spaces, drinking fountains
- ❑ Easels or stands to hold temporary signs/poster announcing events

Accessible Signage

Directional signs to major building areas or stations (e.g., "Circulation Desk" or "Technology Center") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Permanent room identification signage (e.g., "Staff Workroom") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

9.15 FINISH TREATMENT

A high grade commercial carpet, textured loop pile or multi-level loop, should be used throughout the facility except where noted: rest rooms, supply and storage rooms, circulation desk, reference desk, staff workroom, shipping and receiving, entrance, lobby, photocopy areas, custodial closets, fire exits, etc. These areas may be carpeted with carpet tile or vinyl tile. No carpet pad will be used; enhanced backing is recommended. Recommended weight is 32-ounces per square yard. Carpet will be manufactured from static control fiber or of 25% to 100% post consumer recycled material. Static propensity must be below human sensitivity (3.5 KV) under standard test conditions.

All finishes must be easily maintained and durable, including corner beads under the plaster finish to prevent damage by book trucks, kick plates, chair rails, and recessed kick base on public service desks.

Public areas should be covered with a washable latex paint with a semi-gloss or eggshell finish for easy cleaning. Tackable surfaces will be provided in children's areas, staff work areas, and at service desks. Study rooms, offices, and workrooms will include whiteboards, chalkboards or tackable surfaces. A minimum number of paint colors should be utilized to facilitate future maintenance.

9.16 STACKS AND SHELVING

General recommendations for stack units include:

- ❑ Finished end panels and signage on both ends of all shelving units
- ❑ Canopy tops on all units 66" or lower
- ❑ Back edge on each shelf or alternately relocatable backstop in vertical member
- ❑ Retractable index shelves in reference area
- ❑ Hinged slanted display shelves in current periodicals area with storage shelf Slotted shelves where indicated
- ❑ Multimedia accessory shelving where indicated
- ❑ Compact shelving for closed stack collection

Space Allocation

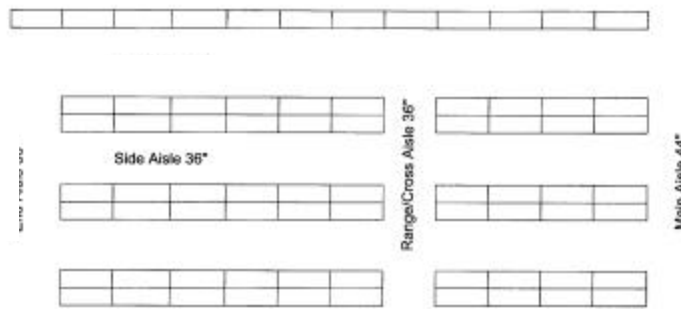
Allocation of space for most adult book collections is based on full height 90" high shelving utilizing 7 shelves per side for a total of 336 on shelf volumes per double-faced section. The capacity for each shelving unit is calculated by multiplying the number of volumes per linear foot times the number of linear feet per shelf (3) times the number of shelves per unit. In the case of most adult collections this is $8 \text{ (volumes per linear foot)} \times 3 \text{ (feet)} \times 14 \text{ (shelves)} = 336$.

The number of volumes per linear foot for each specific collection type can be found in Chapter 10, *Allocation of Library's Book Collection and Shelving the Library's Collections* (Section 10.5), as can the space allocation per shelving unit. Space for collections is programmed to include space for future growth as Victoria Gardens Library builds a collection as well as empty shelf space to allow efficient shelving and interfiling of volumes.

Stack ranges should be no longer than 7 sections. Stack areas should be sprinkled and sprinkler heads should be mounted at a minimum of 18" above the top bookshelf.

Shelving Accessibility

Aisles in stack areas must comply with the following accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles (and end panels), must be a minimum of 36" wide with 44" required if side aisles are only 36" wide; i.e., a 36" aisle should not meet a 36" aisle.



Shelving height is unrestricted for most collections unless an attendant will not be available, and then it is limited to 54" above the finished floor. Current periodicals, browsing collections and newspapers must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor. Current periodical shelving units should be no higher than 66" inches, or three sloped display shelves high. Range and side aisles in magazine display areas must be a minimum of 44" wide.

9.17 READER SEATS

Space for users of the Victoria Gardens Library is provided in sufficient variety including tables for four (round and rectangular), study carrels, lounge chairs, technology carrels and technology counters, technology tables in the Technology Center, and floor cushions in the Children's Program Area.

The building program includes a general recommendation for size and type of reader seat in each space detail. These are, of course, subject to the considerations of interior design and funding available for the purchase of new furniture. The space allocation for readers' seats is calculated at between 23 and 30 square feet per table seat based on the size of the table, at 35 square feet for lounge chairs, and at 40 square feet per public technology workstation. Accessible reader seats, adjustable tables, and accessible technology workstations are included throughout the program and are sized slightly larger at 45 to 50 square feet per seat or station.

All user furniture should be of the highest quality of institutional, or commercial office furniture, which the owner's budgets will allow, and the substitution of residential or lower grade office furniture cannot be recommended. Fabric for all seating must meet the requirements of California State Technical Bulletin 117, and the more stringent requirements of Technical Bulletin 133 in any non-sprinklered areas.

Seating for Senior Citizens can also accommodate individuals with mobility disabilities. The seat height should be just below the knee (17" above finished floor is most desirable). The seat should slope no more than 4 degrees. Armrests are recommended. These recommendations should be considered, particularly in an area such as the periodicals reading area that is likely to attract senior citizen patrons.

Seating for children must be well constructed, scaled, weighted, and balanced. Tables are available in a variety of heights to serve the needs of pre-schoolers, elementary school age children, and older juveniles. Whichever height of table is selected, the table and the chair must be in the same scale and most critically allow a dimension of 9-10" between seat height and table height. If a chair designed

for an adult is to be scaled down for children and juveniles, it is not enough to merely lower the seat. The seat saddle should also be scaled down, as should the back height to provide comfortable seating for smaller bodies. This is also true of stools used as seating. Frequently children's chairs are available without a back; a feature that makes the chair more stable and less prone to tip over. Children's chairs should be designed not to rock or tip over.

Reader Seat Accessibility

Three accessible reader tables and six accessible technology workstations are included in the building program. Each of these accessible locations will provide a minimum of 30" wide x 48" deep clear floor space with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space for these must be at least 27" high (28" to 34" above finished floor), 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor. No table apron or keyboard carrier can be included that will obstruct access. Chairs, kick-step stools, and book trucks, which would require being moved, must not be located in accessible seating location.

The Community Meeting Room will require wheelchair access, but a specified number of accessible seating locations are not required in a multipurpose room with a flat floor and seating that is easily moved.

9.18 STAFF

Public Service Desks

Patrons will be assisted and the library will be supervised from three conveniently located service desks. These three desks will consist of a Circulation Desk that combines circulation and routine business transactions for both children and adults; an Information Desk that provides reference assistance for both children and adults; and a Technology Center Desk that also provides service through a service window to the Teen Area. The staff at the Circulation Desk, which will consist of at least four public service points and two self-check stations, will supervise all areas located in proximity to the library entrance and lobby including the Browsing areas and the "Back to Basics" Learning Center. The staff at the Technology Center, which will consist of a single public service point, will supervise the Technology Center and the Teen Area. The staff at the Information Desk, which will consist of at least four public service points, will supervise all remaining areas of the library including the Children's Area, Reference Area, Periodicals, and Fiction and Non-fiction collections and seating areas. Each station at the service desks will be a minimum of six to seven feet in length to accommodate all necessary desktop equipment, CPUs in slings under the worksurface, and under counter shelves or storage for supplies, telephones, and printers. Additional space should be included for depressible book bins, lost and found bins, or other temporary storage requirements. Each service desk will include a disabled accessible station that is no more than 28" to 34" high for a continuous length of 36".

Staff Efficiency

To maximize staff efficiency, the Victoria Gardens Library will be supervised from three public service points. A large shared open plan staff workroom for Information, Children's and Circulation staff will be located adjacent to the Circulation Desk to allow for quick backup during busy periods.

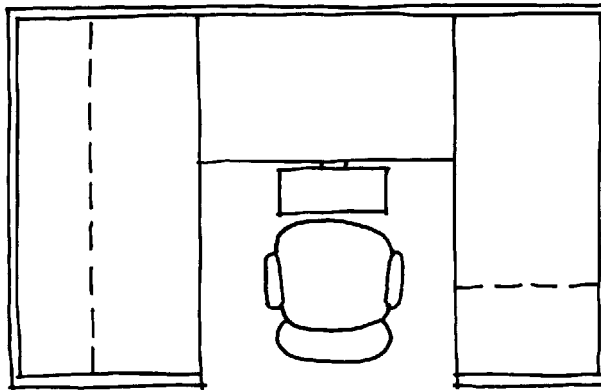
This workroom will be designed flexibly with workstations available for clerical and professional employees as well as the many individuals who will volunteer for the library. A staff workstation for the "Back to Basics" Learning Center will be housed in an office immediately adjacent to the Center.

Staff Workstations

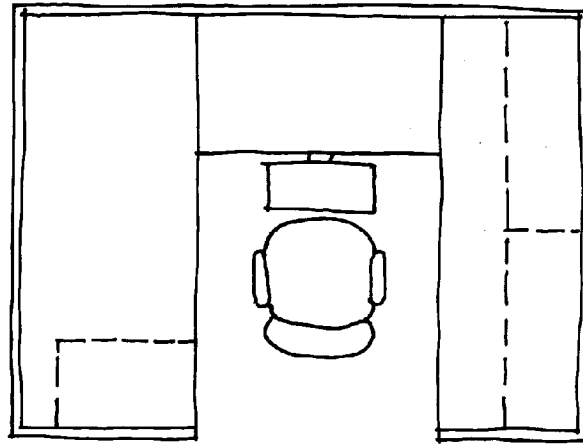
Individual workstations are recommended for all full time employees. Systems furniture with modules of three-foot, four-foot, five-foot, and six-foot work counters, and acoustical panels of varying heights is recommended for staff workrooms. Additional space will be added to each work area for shelving, book trucks, files, storage for bibliographic tools, and visitor chairs. Locking files, storage compartments, tackable surfaces, wire management package, acoustical panels and over counter shelving are integrated into workstation design.

Specific staff workstations included in the building program are illustrated below.

Library Clerks. Systems workstations which are 5' x 8' are recommended for library clerks in the Circulation Workrooms. These workstations consist of fabric wrapped modular panels with three 24" and 30" deep plastic laminated work surfaces. Each workstation will contain one overhead storage cabinet, which is wall mounted if the workstation is located on a perimeter wall or panel mounted if it is an interior workstation. Each workstation will also include a keyboard carrier and one file pedestal unit. These units occupy 40 assignable square feet.



Full time/Librarians. Systems workstations which are 6' x 8' are recommended for professional workstations in the Staff Workroom. These workstations consist of fabric wrapped modular panels with three plastic laminated work surfaces. Each workstation will contain two overhead storage cabinets, which are wall mounted if the workstation is located on a perimeter wall, or panel mounted if it is an interior workstation. Each workstation will also include a keyboard carrier and one file pedestal unit and occupies 50 assignable square feet.



Supervising Librarian's Office. A desk which is 66" x 36" is recommended for the Supervising Librarian in the Supervising Librarian's office. The workstation will also include two visitor chairs, one bookcase, 1 four-drawer file cabinet and a wastebasket. This office occupies approximately 150 assignable square feet.

9.19 CUSTODIAL

Public areas will include adequate receptacles for trash and recycling. The designated custodial department should be consulted on:

- ☐ Floor or wall mounted toilet partitions
- ☐ Industrial shelving
- ☐ Manufacturer of paper towel and toilet paper dispensers
- ☐ Requirements for maintenance support space
- ☐ Storage for janitorial supplies and equipment
- ☐ Trash collection within the building
- ☐ Removal of garbage and recyclable
- ☐ Keying

9.20 SPACE PLANNING GUIDELINES

The space planning guidelines utilized in the Victoria Gardens Library Building Program are based on standard planning guidelines for public library facilities using square footage allocations that will meet all accessibility and functionality requirements. The square footage allocations in the building program are the default space assignments in the Libris Design facility planning software (Version 2.3). To summarize these standards:

Staff workstations are provided in five sizes: 30 assignable square feet, 40 assignable square feet, 50 assignable square feet, 75 assignable square feet, and 110 assignable square feet -- for volunteers and tutors, clerical staff, professional librarians in public services, professional librarians in technical services, and department heads respectively.

Shelving units are either single faced units, which are sized at 12 assignable square feet per unit, or double-faced units, which are sized at 18 assignable square feet per unit. Bookstore display shelving in the browsing area and the Friends' Book Store require a slightly larger footprint (30 square feet) due to the sloped shelves and base and a larger aisle requirement. The standard stack aisle is 36" with the exception of current periodicals and main aisles, which require 44", and browsing collections, which are specified at 42" aisles. The capacity of these units is based on the number of volumes per linear foot of shelf multiplied by the number of feet per shelf, multiplied by the number of shelves per unit. The number of volumes per linear foot and number of shelves per unit is included for each collection type in Chapter 10.5: *The Library Collections: Shelving the Library's Collections*. The number of volumes to be housed by collection type is based on the projected collection size minus a percentage of the collection estimated to be in circulation at any given time. This percentage is provided in Chapter 10.1: *Allocation of the Library's Collections*.

The space allocation for individual readers' seats is calculated at between 23 and 30 square feet per table seat based on the size of the table (or location, in the case of group study rooms) at 35 square feet for lounge chairs, and at 40 square feet per public technology workstation. Accessible reader seats, adjustable tables, and accessible technology workstations are included throughout the program and are sized slightly larger at 45 to 50 square feet per seat or station. Details on the space allocation on a per unit basis for reader seats and for all other furniture and equipment are included in Chapter 16: *Net Assignable Square Footage of Furniture and Equipment*.

Additional space allowances are created by including queuing spaces in front of the Circulation Desk and the Information Desk, or by the addition of cardboard boxes in storage rooms to create transitional storage space.

The total overall space allocation is derived by including a 25% non-assignable space allowance. This space will include lobbies, hallways, thickness of walls, telecommunications and electrical closets, and rest rooms. Utilizing this 25% mark to reach the gross square footage requirements will provide a building, which is efficiently organized, meets functional and accessibility requirements, but is not overly generous.

9.21 ACOUSTICS

Meeting the acoustical requirements, which are noted in the Space detail sheets, will be critical to the success of this project, particularly since acoustics is such a detriment to the delivery of library

services at this time. In addition to meeting the space-by-space criteria, the primary strategy will be to locate functions requiring quiet away from noisy areas. This is in the end the most logical and cost effective solution, and the one recommended by most acoustical engineers. For this reason, the acoustical requirement of spaces has been addressed in the programming phase.

9.22 FLEXIBILITY

Also critical to the success of this library building project is that flexibility be built into the design to allow the library to grow into spaces and reorganize functions as time goes by. Among the recommendations are that the entire building be rated structurally to accommodate stacks and shelving; that the entire building, even stack areas, be wired with power and data for future use; that a minimum number of colors and finishes and fabrics be used to enable spaces to blend together; and that as few load bearing walls as possible be introduced into the larger open areas.

Allocation of the Library's Book Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<u>Adult/Young Adult</u>	<u>64.50%</u>	<u>64,500</u>	<u>18.31%</u>	<u>52,691</u>	<u>7,929</u>
Browsing					
New Books	0.25%	250	50.00%	125	8
New Books (Face Out)	0.10%	100	50.00%	50	1
Fiction					
Fiction	10.00%	10,000	25.00%	7,500	8
Mysteries	2.75%	2,750	25.00%	2,063	8
Paperbacks	1.75%	1,750	40.00%	1,050	16
Romance	1.25%	1,250	25.00%	938	8
Science Fiction & Fantasy	1.00%	1,000	25.00%	750	8
Westerns	1.00%	1,000	25.00%	750	8
Large Print					
Large Print	1.50%	1,500	5.00%	1,425	8
Non-Fiction					
Non-Fiction	40.40%	40,400	15.00%	34,340	8
Ready Reference					
Ready Reference	0.25%	250	0.00%	250	6
Reference					
Reference	2.00%	2,000	0.00%	2,000	6
Reference (Encyclopedias, Directories, Etc.)	0.25%	250	0.00%	250	6
Young Adult					
Young Adult	2.00%	2,000	40.00%	1,200	12

<u>Children/Juvenile</u>	<u>33.00%</u>	<u>33,000</u>	<u>27.05%</u>	<u>24,075</u>	<u>16.88</u>
Children's Easy Readers					
Children's Easy Readers	3.50%	3,500	30.00%	2,450	20
Children's Picture Books					
Children's Picture Books	6.00%	6,000	35.00%	3,900	20
Children's Ready Reference					
Children's Ready Reference	0.05%	50	0.00%	50	8
Children's Reference					
Children's Reference	0.45%	450	0.00%	450	8
Children's Spanish Language					
Children's Spanish Language	0.25%	250	30.00%	175	20
Children's Spanish Language Picture Books	0.25%	250	30.00%	175	33
Juvenile Fiction					
Juvenile Fiction	9.00%	9,000	25.00%	6,750	13
Juvenile Non-Fiction					
Juvenile Non-Fiction	13.50%	13,500	25.00%	10,125	13



Totals:	<u>97.50%</u>	<u>97,500</u>	<u>23.23%</u>	<u>76,766</u>	<u>11.2</u>
----------------	----------------------	----------------------	----------------------	----------------------	--------------------



Allocation of the Library's Multimedia Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<u>Adult/Young Adult</u>	<u>76.00%</u>	<u>11,400</u>	<u>43.03%</u>	<u>6,495</u>	<u>19.86</u>
Audio Book Cassette					
Audio Book Cassette	11.00%	1,650	30.00%	1,155	10
Audio Book Compact Disc					
Audio Book CD (CD ROM)	5.00%	750	50.00%	375	25
Audio Cassette					
Audio Cassette	4.00%	600	30.00%	420	19
Audio Compact Disc (CD)					
Audio Compact Disc (CD)	10.00%	1,500	30.00%	1,050	25
CD-ROM					
CD-ROM	1.00%	150	20.00%	120	25
DVD					
DVD	8.00%	1,200	50.00%	600	25
Video Cassette					
Video Cassette	37.00%	5,550	50.00%	2,775	10
<u>Children/Juvenile</u>	<u>24.00%</u>	<u>3,600</u>	<u>37.50%</u>	<u>2,250</u>	<u>20.8</u>
Audio Cassette					
Audio Cassette	2.00%	300	40.00%	180	19
Audio Compact Disc (CD)					
Audio Compact Disc (CD)	4.00%	600	40.00%	360	25
CD-ROM					
CD-ROM	1.00%	150	20.00%	120	25
DVD					
DVD	2.00%	300	20.00%	240	25
Video Cassette					
Video Cassette	15.00%	2,250	40.00%	1,350	10
Totals:	<u>100.00%</u>	<u>15,000</u>	<u>41.70%</u>	<u>8,745</u>	<u>20.3</u>



Allocation of the Library's Periodical Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<u>Adult/Young Adult</u>	<u>61.60%</u>	<u>225</u>	<u>-0.07%</u>	<u>225</u>	<u>1</u>
Current Magazines					
Current Magazines	54.80%	200	0.00%	200	1
Current Newspapers					
Current Newspapers	4.10%	15	0.00%	15	1
Young Adult Current Magazines					
Young Adult Current Magazines	2.70%	10	0.00%	10	1
<u>Children/Juvenile</u>	<u>5.50%</u>	<u>20</u>	<u>0.37%</u>	<u>20</u>	<u>1</u>
Children's Current Magazines					
Children's Current Magazines	5.50%	20	0.00%	20	1
Totals:	<u>67.10%</u>	<u>245</u>	<u>32.88%</u>	<u>245</u>	<u>1</u>



Supercategory Space Allocation

SUPERCATEGORY	NET Assignable Sq. Ft.	NON Assignable Sq. Ft.	Total Gross Sq. Ft.	% of Gross Sq. Ft.
MEETING ROOMS	510	170	680	3%
READER'S SEATS	4,420	1,473	5,893	26%
SHELVING	5,731	1,910	7,641	34%
SPECIAL PURPOSE	1,675	558	2,233	10%
STAFF WORKSPACE	1,872	624	2,496	11%
TECHNOLOGY	2,688	896	3,584	16%
Totals:	16,896	5,632	22,528	100%

Non-Assignable Square Footage @ 25% of Gross



Totals for Item Types

Meeting Rooms

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Chair, Conference Room	6	0	0
Cushion, Floor	50	7	350
Table, Conference	1	160	160



Totals for Item Types

Reader's Seats

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Booth	5	90	450
Carrel, Reader's Wood	6	35	210
Carrel, Tutoring, Systems Furniture	1	50	50
Chair, Child's	12	0	0
Chair, Group Study	20	0	0
Chair, Juvenile	48	0	0
Chair, Reader's	86	0	0
Chair, Rocking	1	20	20
Study Counter	1	55	55
Table, Children's Slant Top	2	90	180
Table, Group Study	2	150	300
Table, Group Study	1	155	155
Table, Group Study	3	175	525
Table, Juvenile	9	85	765
Table, Reader's	4	80	320
Table, Reader's	1	90	90
Table, Reader's	13	100	1300



Totals for Item Types Shelving

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	21	18	378
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	44	18	792
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	10	18	180
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	126	18	2268
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	15	12	180
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	15	12	180
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	38	12	456
42" Aisle SF 58"H Bookstore Display Shelving	4	23	92
42" Aisle SF 82"H Bookstore Display Shelving	1	23	23
44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves	12	22	264
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves	2	14	28
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelves	5	14	70
Audio Cassette "Spinner" W/ 4 Rotor Towers	2	70	140
Compact Disc, CD-ROM & DVD Display Browser	10	24	240
Paperback "Spinner" W/ 4 Rotor Towers	2	70	140
Video Cassette DF 66" Shelving Unit W/10 Divider Shelves	15	20	300



Totals for Item Types *Special Purpose*

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Art Print	1	0	0
Atlas Case	1	25	25
AV Bin, Depressible	1	20	20
Book Bin, Depressible	1	0	0
Book Bin, Depressible	2	20	40
Book Truck	11	10	110
Box, Cardboard	20	4	80
Bulletin Board	8	0	0
Cabinets, Above Counter (Lockable)	17	0	0
Cabinets, Below Counter (Lockable)	14	0	0
Carpet Cleaning Machine	1	5	5
Case, In-Wall Display	2	0	0
Cash Register	1	0	0
Change Machine (Bill & Coin)	1	15	15
Children's Play Fixture	1	200	200
Cleaning Cart	1	15	15
Clock	9	0	0
Coat & Hat Rack	1	0	0
Coffee Maker/Urn	1	0	0
Commode	11	0	0
Cot, Sick Bay	1	40	40
Cutting Board, Kitchen	1	0	0
Diaper Changing Counter	3	0	0
Dictionary Stand	2	10	20
Directory	1	0	0
Donor Recognition Wall	1	0	0
Drinking Fountain	2	0	0
File Cabinet, Lateral (Four Drawer)	2	20	40
File Cabinet, Lateral (Two Drawer)	2	20	40
File Cabinet, Vertical (Four Drawer)	4	14	56
First Aid Kit	2	0	0
Garbage Bin, Interior	1	15	15
Hand Dryer	5	0	0
Hand Truck	1	4	4
In & Out Board	1	0	0
Key Cabinet	2	0	0
Label Maker	1	0	0



Totals for Item Types *Special Purpose*

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Locker	15	5	75
Mail Boxes, Staff	1	30	30
Map Case	1	35	35
Microwave Oven	1	0	0
Mirror	1	0	0
Mirror, With Shelf	5	0	0
Mop Bucket	1	4	4
Paper Cup Dispenser	1	0	0
Paper Cutter	1	0	0
Paper Towel Dispenser	8	0	0
Plaque, Dedication	1	0	0
Preparation Counter	1	40	40
Preparation Counter	1	55	55
Puppet Theater	1	65	65
Queuing Space (Per Person)	20	6	120
Rack, Literature Display Handout	2	0	0
Recycling Bin	3	15	45
Refrigerator	1	20	20
Safe, Floor	1	0	0
Shelving, Industrial	10	15	150
Shelving, SF 66"h Steel W/ 5 Shelves	2	12	24
Sign, Announcement	3	0	0
Sink	3	18	54
Sink And Counter	7	0	0
Sink, Mop	1	6	6
Soap Dispenser	9	0	0
Stall	10	0	0
Stapler, Electronic Binding	1	0	0
Stool, Kick-Step	14	0	0
Storage Cabinet	1	18	18
Storage Cabinet, Hazardous Materials	1	20	20
Stove Top, Electric	1	15	15
Supply Cabinet	1	18	18
Tool Box	1	0	0
Typewriter, Electric	1	0	0
Urinal	3	0	0
Vacuum Cleaner, Dry Upright	1	8	8



Totals for Item Types

Special Purpose

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Vending Machine	2	20	40
Waste Basket	2	0	0
Waste Basket	27	4	108
White Board	11	0	0



Totals for Item Types

Staff Workspace

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Cabinets, Above Counter	22	0	0
Cabinets, Below Counter	22	0	0
Cabinets, Full Height	4	5	20
Chair, Café	12	0	0
Chair, Department Head's	1	0	0
Chair, Professional's	1	0	0
Chair, Supervisor's	1	0	0
Chair, Task	16	0	0
Chair, Visitor's	2	15	30
Credenza	1	25	25
Desk, Branch Manager's	1	65	65
Desk, Department Head's	1	65	65
Desk, Homework	1	70	70
Desk, Literacy Staff	2	70	140
Mat, Anti-fatigue	3	0	0
Paper Sorter & Storage	1	160	160
Shelving, SF 84"h Steel W/ 6 Shelves	6	12	72
Shelving, SF 90"h Steel W/ 7 Shelves	9	12	108
Sofa (2 Seat)	1	55	55
Table, Café	3	65	195
Table, End	1	12	12
Typewriter Stand	1	20	20
Workstation, Circulation Book Return Desk	1	40	40
Workstation, Circulation Check-In Counter	2	40	80
Workstation, Circulation Check-Out Desk	3	80	240
Workstation, Clerical Office System	4	50	200
Workstation, Mending Counter	1	35	35
Workstation, Reference Desk	3	80	240



Totals for Item Types

Technology

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
AV/Technology Equipment Cart, Large	1	15	15
Bar Code Reader, Fixed Mount	3	0	0
Bar Code Reader, Hand-Held	4	0	0
Cabinet, AV Equipment	1	15	15
CD/Cassette Tape Player	5	0	0
Chair, Technology Workstation	35	0	0
Chair, Technology Workstation Task	21	0	0
Computer Stand	1	20	20
Computer, OPAC Desktop	36	0	0
Computer, Public Desktop	40	0	0
Computer, Staff Desktop	16	0	0
Console, Computer System	1	0	0
Copier, B&W Freestanding	3	50	150
Copier, Color Freestanding	1	50	50
DSU/CSU Telecommunications Device	1	0	0
DVD Player	2	0	0
FAX Machine, Desktop	2	0	0
FAX Machine, Desktop Card-Operated	1	0	0
Fax Stand	1	20	20
Headphone, AV	18	0	0
Kiosk, Electronic	1	50	50
People Counter, Electronic Eye	1	0	0
Printer Stand	2	20	40
Printer, Ink-Jet (B&W)	7	0	0
Printer, Ink-Jet (Color)	5	0	0
Printer, Laser (B&W)	6	0	0
Printer, Laser (Color)	1	0	0
Printer, Pin / Tractor Feed W/ Stand	1	20	20
Printer, Receipt	3	0	0
Projection Screen, Wall Mounted	1	0	0
Projector, Ceiling Mounted	1	0	0
Rack, Computer / Communications Equipment	1	30	30
Router/Switch	1	0	0
Safe, Data / Tape Carrier	1	0	0
Security System Desensitizer/Resensitizer	1	0	0
Security System Gates, Inventory Control	1	75	75
Self Check-Out Counter	2	30	60



Totals for Item Types

Technology

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Self Check-Out Machine	2	0	0
Server, Desktop / Rack Mount	1	0	0
Speakers, Pair Powered W/Amp	2	0	0
Tape Drive, External DAT / Cartridge Tape	1	0	0
Technology Carrel	8	30	240
Technology Carrel	8	40	320
Technology Carrel	6	45	270
Technology Carrel, Adjustable (Manual) Height	4	45	180
Technology Counter	4	20	80
Technology Counter	4	25	100
Technology Counter	24	30	720
Technology Counter	3	35	105
Technology Counter	2	50	100
Telecommunications Backboard	1	28	28
Telecommunications Equipment/Hub/ Multiplexer	1	0	0
Telephone Central Station	1	0	0
Telephone Handset	18	0	0
TV Monitor, 20"	6	0	0
TV Monitor, 32"	1	0	0
Uninterruptible Power Supply (UPS), Single Device	1	0	0
Vendor Card Encoder/Dispenser	1	0	0
Video Cassette Player/Recorder	5	0	0



Spatial Relationships for all Library Divisions

Media Services

Many patrons will enter the Audio-Visual Library from either the Browsing Area or from the main entrance of the library after passing by the Circulation Desk. The AV Library should be very close to the Young Adult Area since young adults are often attracted to AV materials. The AV Library should be relatively close to the Children's Library so that parents can browse here while supervising their children in the Children's Library.

ADJACENT:

Browsing

CLOSE:

Children's Library

Circulation Services

Library Entrance

Young Adult Services

New Book Display Area

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the library, drop their child off in the Children's Library, and then return to the Browsing Area to select a book for themselves. The Children's Library should be visible from and close to the Browsing Area so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse in the New Book Display Area, go on to the Fiction Collection to select additional books, and return to the Circulation Desk before leaving the library. For this reason, it is advantageous to have the New Book Display Area close to the Fiction Collection.

ADJACENT:

Audio-Visual Library

CLOSE:

Children's Library

Circulation Services

Library Entrance

Fiction Collection

PROXIMITY:

Spanish Language Collection

Career Guidance Center



Children's Library

Children should not have to traverse any part of the adult library to get to the Children's Library. The entrance to the Children's Library should be just inside the security system and very near the Circulation Desk. When children and parents come out of the Children's Library, they should literally run into the Circulation Desk. This relationship will facilitate the circulation of children's books. The entrance to the Children's Library should be very close to Browsing and the AV Library as well. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Library.

ADJACENT:

- Circulation Services
- Library Entrance

CLOSE:

- Audio-Visual Library
- Browsing

AWAY:

- Non-Fiction Collection
- Reference Services
- Young Adult Services

Circulation and Support Services

The Circulation Services Division should be centrally located where all library patrons must pass through it when entering or exiting the library building.

ADJACENT:

- Library Entrance

CLOSE:

- Audio-Visual Library
- Browsing
- Children's Library
- Young Adult Services

PROXIMITY:

- Fiction Collection
- Non-Fiction Collection
- Periodicals Collection
- Reference Services



Fiction Collection

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and the New Book Display Area. Many of the library patrons are exclusive fiction readers and will exit the library via the circulation desk immediately upon making a selection in the stacks.

CLOSE:

- Audio-Visual Library
- Browsing
- Circulation Services

PROXIMITY:

- Library Entrance
- Reference Services
- Non-Fiction Collection

General Building Services

Some of the custodial services will be located throughout the building as non-assignable square footage in the form of Custodial Sink and Supply Closets. However, the majority of the space in this division will be best located in the back-of-the-house areas of the library. Care should be taken in the location of noise producing spaces such as the Mechanical Equipment Room to isolate them from public spaces and staff offices.

PROXIMITY:

- Circulation Workroom
- Staff spaces

AWAY:

- Public Areas

Library Entrance

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library or the Public Meeting Rooms. It should be conveniently located to allow access to both. The Library Entrance Division must be able to be locked off and separated from the library so that the meeting rooms and ancillary services can be open when the library is closed.

ADJACENT:

- Circulation Services
- Public Meeting Rooms

CLOSE:

- Audio-Visual Library
- Browsing
- Children's Library

PROXIMITY:

- Fiction Collection
- Reference Services

AWAY:

- General Building Services

Family Literacy Center



Non-Fiction Collection

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services division. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Reference Services Division before heading for the Non-Fiction Collection.

One of the more common scenarios is for a library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

CLOSE:

Reference Services

PROXIMITY:

Fiction Collection

AWAY:

Children's Library

Periodicals Collection

In some libraries, the Periodicals Collection Area is near the front of the library close to the new books or part of the Browsing Area. The Current Magazine and Newspaper Area can be located anywhere in the adult library as long as the public can find it easily and the space is relatively quiet. Access to the Circulation Services Division and to a Copy Center is required.

PROXIMITY:

Circulation Services

Reference Services

Copy Center

Technology Center

Public Meeting Rooms

The major spatial relationship of the Public Meeting Rooms Division is to the Library Entrance Division. Since the area might be open when the rest of the library is closed, access must be provided through the main lobby to the Meeting and Conference Rooms and to the Public Rest Rooms without compromising the library's security.

ADJACENT:

Library Entrance



Information Services

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. Frequently, they consult the OPACs first, then the staff at the Reference Desk, and finally the Reference Collection. Patrons should pass by the OPACs before they arrive at the Reference Desk, both of which should be highly visible from the Public Entrance to the Library.

The Non-Fiction Collection must have a strong spatial relationship with the Reference Services Division for the library to function effectively. The Reference Services Division should also be close to the Local History Collection so that reference staff can assist patrons who need to access this collection.

While the Young Adult Services Division should not be too close to the Reference Services division, it should be in the proximity so that young adults can begin to use reference materials. The Periodicals Collection should be in the proximity of Reference Services so that staff can assist patrons who have been searching periodical indexes to locate back issues. The Reference Services Division should be as far away from the Children's Library as possible to avoid disturbance from potential noise in the Children's Library.

CLOSE: Local History Collection
 Non-Fiction Collection

PROXIMITY:
 Circulation Services
 Library Entrance
 Periodicals Collection
 Young Adult Services

AWAY:
 Children's Library

Teen Area

The Young Adult Services Division should be very close to the Audio-Visual Collection Area since young adults will be heavy users of this collection. The YA Division should also be relatively close to the Circulation Services Division so that staff can supervise the young people. It should be in the proximity of the Reference Services Division to encourage youth to begin to make use of reference collections and services. However, it should not be located too close to Reference Services because the noise generated in the YA Division may disturb the patrons who need quiet for study or research. The Young Adult Services Area should not be located too near the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

CLOSE:
 Audio-Visual Library

PROXIMITY:
 Circulation Services
 Reference Services

AWAY:
 Children's Library



Spatial Relationships

for each Library Space

Division Name

Space Name

Description/Detail Data

CHILDREN'S LIBRARY

"Back to Basics" Learning Center

The Homework Center should be located close to the Children's Desk, with sight lines, so staff at the desk can supervise the space and provide assistance to students. The space should be close to the Children's Reference Collection so that resources there can be used by students in the Homework Center. This space should be located in proximity to the Children's OPAC Area where the additional on-line catalogs can supplement those that might be located in the Homework Center. Students in the Homework Center will utilize the broader resources of the Juvenile Collection so the two spaces should be in proximity.

CLOSE:

Children's Desk
Children's Reference Collection & Seating

PROXIMITY:

Children's On-line Public Access Catalog (OPAC)
Juvenile Collection & Seating

Children's AV Collection & Seating

The Children's AV Collection should be adjacent to the Children's Entrance and immediately visible upon entering the Children's Library.

ADJACENT:

Children's Entrance (Interior)

CLOSE:

Children's Desk

PROXIMITY:

Children's On-line Public Access Catalog (OPAC)



Division Name

Space Name

Description/Detail Data

CHILDREN'S LIBRARY

Children's Entrance (Interior)

When children enter the Children's Library, the Children's Desk and OPACs should be immediately visible. There should be a clear path to the Children's and Juvenile Collection and Seating Areas. The Children's Rest Room(s) must be in proximity and easy to locate.

ADJACENT:

Children's AV Collection & Seating
Children's Desk
Children's On-line Public Access Catalog (OPAC)

CLOSE:

AV Collection & Seating
Circulation Desk
New Book Display
Public Entrance & Lobby

PROXIMITY:

Children's Rest Room

AWAY:

Reference Collection & Seating
Young Adult Collection & Seating

Children's On-line Public Access Catalog (OPAC)

The OPAC cluster should be located just inside the Children's Entrance so that it is visible to children and their parents as soon as they enter the Children's Library. It should be adjacent to the Children's Desk, so that the staff can assist children using the on-line catalog. It should be positioned equally distant from the Children's and Juvenile Collection Areas so patrons can easily locate items they have found in the catalog in either collection.

ADJACENT:

Children's Desk
Children's Entrance (Interior)
Children's Reference Collection & Seating

CLOSE:

Children's AV Collection & Seating
Children's Collection & Seating
Juvenile Collection & Seating

PROXIMITY:

Children's Rest Room
Homework Center



Division Name

Space Name

Description/Detail Data

CHILDREN'S LIBRARY

Children's Program Area

The Children's Program Area should be adjacent to the Children's Workroom, close to the Children's Collection and Seating Area, and within sight of the Children's Desk.

ADJACENT:

Children's Workroom

CLOSE:

Children's Desk

Children's Collection & Seating

PROXIMITY:

Children's Rest Room

Children's Reference Collection & Seating

The Children's Reference Collection and Seating Area must be adjacent to the Children's Desk, for quick staff access. It should be close to the Children's OPACs and Children's Workroom.

ADJACENT:

Children's Desk

CLOSE:

Children's On-line Public Access Catalog (OPAC)

Children's Workroom

Homework Center

Family Rest Room

The Children's Rest Room should be convenient from the entrance to the Children's Library, but not too close to the entrance to the main library to discourage use of this rest room by adults. The Children's Rest Room is exclusively for children and for parents accompanying children. It should be easily accessible from the Children's Collection and Seating and the Children's Program Area.

ADJACENT:

Children's Entrance (Interior)

CLOSE:

All Other Spaces in the Children's Library

PROXIMITY:

Circulation Desk



Division Name

Space Name

Description/Detail Data

CHILDREN'S LIBRARY

Juvenile Collection & Seating

The Juvenile Collection and Seating Area should be close to the Children's OPACs and Internet workstations since children of this age will be able to use them unassisted. The space should be in the proximity of the Children's Desk, but the collection size and organization of the space may require it to be somewhat removed. This space should be visible from the Children's Entrance. It should be in the proximity of the Homework Center since students in the Homework Center will use materials in the Juvenile Collection.

CLOSE:

Children's On-line Public Access Catalog (OPAC)

PROXIMITY:

Children's Desk

Children's Reference Collection & Seating

Homework Center

Picture Books Collection & Seating

The Children's Collection and Seating Area needs to be close to the Children's Entrance and adjacent to the Children's Desk so that staff can supervise the area and assist young children.

ADJACENT:

Children's Desk

CLOSE:

Children's Entrance (Interior)

PROXIMITY:

Children's AV Collection & Seating

Children's On-line Public Access Catalog (OPAC)

Children's Rest Room

CIRCULATION AND SUPPORT SERVICES

Book Return Room

The Book Return Room must be adjacent to the Circulation Workroom and the lobby of the building and/or the outside near the front entrance. Patrons should be able to deposit library materials into this room from the lobby or from the exterior of the building for after hours return.

For patron convenience, a separate set of exterior book and AV return units (preferably with driver's side drop off) may be included in the parking lot. These exterior units should be relatively close to an entrance to the library on a relatively flat path, so that staff can unload library materials and push book carts to the Circulation Workroom.

ADJACENT:

Public Entrance & Lobby

Circulation Workroom

CLOSE:

Circulation Desk



Division Name

Space Name

Description/Detail Data

CIRCULATION AND SUPPORT SERVICES

Branch Manager's Office

This office requires sight lines to the Circulation Desk and Circulation Workroom for supervision. The office should be easily accessible from the Circulation Desk if problems arise with patrons. Patrons and other visitors should be able to access the Office without going behind the Circulation Desk or into any of the Circulation Services Division's back-of-house spaces.

ADJACENT:

Circulation Workroom

CLOSE:

Circulation Desk

PROXIMITY:

Public Entrance & Lobby

Circulation Desk

The Circulation Desk must be adjacent to the Public Entrance and Lobby and the main circulation path in the library, but off to the side so as not to interfere with the traffic flow. For supervision, the library staff at the Circulation Desk should have good sight lines and easy access to the inventory control gates and the entrances to the Public Rest Rooms.

The Circulation Desk should be adjacent to the Circulation Workroom and Branch Manager's Office, and close to the Book Return Room and the Copy Center. It should also be close to the AV Collection, New Book Display Area and the Children's Entrance.

ADJACENT:

Public Entrance & Lobby
Circulation Workroom

CLOSE:

AV Collection & Seating
Book Return Room
Branch Manager's Office
Children's Entrance (Interior)
Copy Center (Circulation)
New Book Display
Public Rest Rooms

PROXIMITY:

Young Adult Collection & Seating

Staff Copy & Communications Center

The Circulation Services Copy Center should be visible from the Public Entrance and Lobby and the Circulation Desk, and just off of the main traffic path. Staff at the Circulation Desk should have sight lines into the Copy Center since they will provide supervision and assistance.

CLOSE:

Circulation Desk
Public Entrance & Lobby



Division Name

Space Name

Description/Detail Data

CIRCULATION AND SUPPORT SERVICES

Staff Workroom

The Book Return Room, Branch Manager's Office and the Circulation Desk should be immediately adjacent to the Staff Workroom. Staff will move frequently between these spaces, and particularly between the Desk and the Workroom. There must be easy access between the spaces and sight lines between the Workroom and the Circulation Desk so that staff can fill-in if a line starts to form at the Desk.

ADJACENT:

Book Return Room
Branch Manager's Office
Circulation Desk

CLOSE:

Staff Entrance & Lobby
Staff Lounge
Staff Rest Rooms

PROXIMITY:

Custodial Workroom
General Library Storage Room

FICTION COLLECTION

Fiction Collection & Seating

The Fiction Collection and Seating Area should be located toward the front of the library in proximity to the Circulation Desk and the main entrance to the library. The Fiction Collection should also be in proximity to the New Book Display Area and the AV Collection and Seating Area. Reference staff will provide reader's advisory assistance to patrons from the Reference Desk.

The paperbacks and genre books should be highly visible and accessible, since these are high use collections. Large print books, which might be located near the Fiction Collection, should be easy to find. The shelving and location of the large print collection should reflect the physical challenges of the elderly and the visually impaired, with shelving that is not too high or too low located in a well-lighted area.

CLOSE:

AV Collection & Seating
Circulation Desk
New Book Display

PROXIMITY:

On-line Public Access Catalog (OPAC)
Public Entrance & Lobby
Reference Desk



Division Name

Space Name

Description/Detail Data

GENERAL BUILDING SERVICES

Custodial Sink & Storage Room

The Custodial Workroom should be adjacent to the Loading Dock and in the proximity of the General Library Storage Room and the Circulation Workroom.

ADJACENT:

Loading Dock

CLOSE:

Staff Rest Rooms

PROXIMITY:

Circulation Workroom

General Library Storage Room

Staff Lounge

General Library Storage Room

This area should be close to the Loading Dock. It should be easily accessible to the Circulation Workroom and Circulation Desk.

CLOSE:

Loading Dock

Staff Entrance & Lobby

PROXIMITY:

Circulation Desk

Circulation Workroom

Loading Dock

The Loading Dock must be adjacent to the Custodial Workroom and it should be close to the General Library Storage Room.

ADJACENT:

Custodial Workroom

CLOSE:

General Library Storage Room

Staff Entrance & Lobby

PROXIMITY:

Circulation Workroom

AWAY:

Public Service Areas

Mechanical Equipment Room

This room has no adjacency requirements.



Division Name

Space Name

Description/Detail Data

GENERAL BUILDING SERVICES

Staff Entrance & Lobby

The Staff Entrance must be close to the Staff Lounge, Circulation Workroom, the General Library Storage Room, and staff parking. The positioning of the Staff Entrance relative to exterior spaces such as staff parking and pedestrian access is critical.

CLOSE:

Circulation Workroom
General Library Storage Room
Staff Lounge
Staff Parking
Staff Rest Rooms

Staff Lounge

The Staff Lounge should be adjacent to the Staff Rest Rooms which should not open directly into the lounge. The Staff Lounge should be close to the Staff Entrance, and in proximity to the Custodial Workroom and Circulation Workroom.

ADJACENT:

Staff Rest Rooms

CLOSE:

Staff Entrance & Lobby

PROXIMITY:

Circulation Workroom
Custodial Workroom

Staff Rest Rooms

The Staff Rest Rooms should be adjacent to the Staff Lounge but should not open into the Lounge. These Rest Rooms should not be accessible to the public. They should be close to the Staff Entrance and in the proximity of the staff work areas and the Custodial Workroom.

ADJACENT:

Staff Lounge

CLOSE:

Staff Entrance

PROXIMITY:

Circulation Workroom
Custodial Workroom



Division Name

Space Name

Description/Detail Data

INFORMATION SERVICES

Copy Center

The Reference Services Copy Center should be close to the Reference Collection and Seating Area and to the Reference Desk. It should be highly visible and easily reached from the Reference Desk since staff will be required to provide supervision and assistance.

CLOSE:

Reference Collection & Seating
Reference Desk

PROXIMITY:

Current Magazine & Newspaper Display & Seating
Non-Fiction Collection & Seating

On-line Public Access Catalog (OPAC)

The OPAC cluster must be adjacent to the Reference Desk, so that the reference staff can assist patrons using the OPACs and patrons can easily reach reference librarians when they have questions. The OPAC cluster should be close to the Non-Fiction and Reference Collections since many patrons will proceed from an OPAC to the stacks after finding a citation in the catalog.

ADJACENT:

Reference Desk

CLOSE:

Non-Fiction Collection & Seating
Reference Collection & Seating

PROXIMITY:

Public Entrance & Lobby



Division Name

Space Name

Description/Detail Data

INFORMATION SERVICES

Public Information and Reference Desk

The Reference Desk is the hub of the Reference Services Division and should be a predominant, easily identifiable feature. It must be adjacent to the OPACs and the Reference Collection for supervision and to assist patrons. It must be close to the Reference Workroom for easy access by staff. The Desk should also be close to the Computer Lab/Training Room, the Non-Fiction Collection, the Local History Collection, the Copy Center and the Study/Tutoring Rooms.

ADJACENT:

On-line Public Access Catalog (OPAC)
Reference Collection & Seating
Reference Workroom

CLOSE:

Computer Lab/Training Room
Copy Center (Reference Services)
Local History Collection & Seating
Non-Fiction Collection & Seating
Study/Tutoring Rooms (Reference Services)

PROXIMITY:

Current Magazine & Newspaper Display & Seating
Fiction Collection & Seating
Public Entrance & Lobby
Young Adult Collection & Seating

AWAY:

Children's Library

Reference Collection & Seating

The Reference Collection and Seating Area must be adjacent to the Reference Desk and close to the OPACs and the Copy Center. While the Reference Collection is an extension of the Non-Fiction Collection, there should be a clear distinction between the two collections to avoid confusion to library patrons.

ADJACENT:

Reference Desk

CLOSE:

Copy Center (Reference Services)
On-line Public Access Catalog (OPAC)
Reference Workroom

PROXIMITY:

Non-Fiction Collection & Seating

AWAY:

Children's Entrance



Division Name

Space Name

Description/Detail Data

INFORMATION SERVICES

Study/Tutoring Room A

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Reference Workroom.

CLOSE:

Reference Collection & Seating
Reference Desk
Reference Workroom

Study/Tutoring Room B

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Reference Workroom.

CLOSE:

Reference Collection & Seating
Reference Desk
Reference Workroom

LIBRARY ENTRANCE

Public Entrance & Lobby

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. The Meeting and Conference Rooms, Friends' Bookstore and Coffee Shop, and Public Rest Rooms should all be accessible from the lobby.

ADJACENT:

Circulation Desk
Conference Room
Friends' Bookstore, Café, Coffee Shop & Gift Shop
Kitchenette
Meeting Room
Public Rest Rooms

CLOSE:

AV Collection & Seating
Children's Entrance (Interior)
Copy Center (Circulation Services)
New Book Display

PROXIMITY:

Branch Manager's Office
Fiction Collection & Seating
On-line Public Access Catalog (OPAC)
Reference Desk

AWAY:

Loading Dock And Other General Building Services



Division Name

Space Name

Description/Detail Data

LIBRARY ENTRANCE

Public Rest Rooms

The Public Rest Rooms must be just off the Lobby and close to the Meeting Rooms Complex. The entrance to the rest rooms should be easy to find and convenient to the meeting rooms. The entrance to the rest rooms should be visible from the Circulation Desk if possible. The rest rooms should also be close to the Friends' Bookstore and Coffee Shop.

ADJACENT:

Circulation Desk (Sight Lines)
Public Entrance & Lobby

CLOSE:

Conference Room
Friends' Bookstore, Café, Coffee Shop & Gift Shop
Meeting Room
Circulation Desk
Custodial Sink & Supply Closet

MEDIA SERVICES

AV Collection & Seating

This space should be just off the main traffic path from the Library Entrance and Circulation Desk into the library. The AV Collection Area should be visible from the Children's Room and very close to the New Book Display Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

New Book Display

CLOSE:

Children's Entrance (Interior)
Circulation Desk
Public Entrance & Lobby
Young Adult Collection & Seating

AWAY:

Non-Fiction Collection & Seating
Reference Collection & Seating



Division Name

Space Name

Description/Detail Data

NEW BOOK DISPLAY AREA

New Book Display

The New Book Display Area should be highly visible, and just off the main traffic path in the library. It should be visible from the Children's Library and very close to the AV Collection and Seating Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

AV Collection & Seating

CLOSE:

Children's Entrance (Interior)
Circulation Desk
Public Entrance & Lobby

PROXIMITY:

Fiction Collection & Seating

AWAY:

Non-Fiction Collection & Seating
Reference Collection & Seating

NON-FICTION COLLECTION

Non-Fiction Collection & Seating

The Non-Fiction Collection and Seating Area should be close to the Reference Desk. The area should be easily accessible and in the proximity of the Copy Center, the Reference Collection, and the Fiction Collection and Seating Area. It should be located away from the noise of the Children's Library.

CLOSE:

Reference Desk

PROXIMITY:

Copy Center (Reference Services)
Fiction Collection & Seating
Reference Collection & Seating

AWAY:

Children's Entrance



Division Name

Space Name

Description/Detail Data

PERIODICALS COLLECTION

Current Magazine & Newspaper Display & Seating

The location of the Current Magazine and Newspaper Display Area is flexible. While some staff and patrons prefer it near the high use browsing collections, others prefer it to be more removed from the heavy traffic near the Library Entrance. This space, the "living room" of the library, should be a relaxing environment where patrons can read magazines and newspapers at their leisure. Wherever it is located, it will be advantageous if the staff at the Circulation Desk or Reference Desk can provide supervision and assistance as needed.

PROXIMITY:

Copy Center (Reference Services)
Reference Desk, or

Circulation Desk
Copy Center (Circulation Services)

PUBLIC MEETING ROOMS

Customer Service Conference Room

The Conference Room should be adjacent to the Public Entrance and Lobby of the building and readily accessible to the Public Rest Rooms, the Kitchenette and the AV, Chair and Table Storage Room. The Meeting Room should be nearby.

ADJACENT:

Public Entrance & Lobby

CLOSE:

AV, Chair & Table Storage Room
Custodial Sink & Supply Closet
Kitchenette
Meeting Room
Public Rest Rooms

TEEN AREA

Teen Group Study Room

The Young Adult Study/Tutoring Room should be adjacent to the Young Adult Collection and Seating Area. The Study/Tutoring Room should be visible from the Circulation and/or Reference Desks so that the staff can supervise the room, assist youth with homework assignments and encourage them to use other library resources.

ADJACENT:

Young Adult Collection & Seating

PROXIMITY:

Circulation Desk
Reference Desk



Division Name

Space Name

Description/Detail Data

TEEN AREA

Teen Study Room

The Young Adult Study/Tutoring Room should be adjacent to the Young Adult Collection and Seating Area. The Study/Tutoring Room should be visible from the Circulation and/or Reference Desks so that the staff can supervise the room, assist youth with homework assignments and encourage them to use other library resources.

ADJACENT:

Young Adult Collection & Seating

PROXIMITY:

Circulation Desk

Reference Desk

Young Adult Collection & Seating

The Young Adult Collection and Seating area should be adjacent to both Study/Tutoring Rooms in the Young Adult Division and close to the AV Collection and Seating Area. Young adults will be some of the heaviest users of the AV materials and will be going back and forth between these two areas. This area should also be near the Circulation Desk or Reference Desk so that staff may supervise the young adults, but the space should not be near the Children's Library. The Young Adult Collection and Seating Area should be visible from the Reference Desk so that the staff can assist teens with homework assignments and encourage them to use other library resources.

ADJACENT:

Study/Tutoring Rooms (Young Adult Services)

CLOSE:

AV Collection & Seating

Circulation Desk

PROXIMITY:

Reference Desk

AWAY:

Children's Entrance



Library Division Sq. Ft. Summary

LIBRARY DIVISION	DIVISION Sq. Ft.	Percent of Total
CHILDREN'S LIBRARY	3,966	23%
CIRCULATION AND SUPPORT SERVICES	1,820	11%
FAMILY LITERACY CENTER	740	4%
FICTION COLLECTION	1,210	7%
GENERAL BUILDING SERVICES	809	5%
INFORMATION SERVICES	2,686	16%
LIBRARY ENTRANCE	50	0%
MEDIA SERVICES	818	5%
NEW BOOK DISPLAY AREA	115	1%
NON-FICTION COLLECTION	2,724	16%
PERIODICALS COLLECTION	592	4%
PUBLIC MEETING ROOMS	160	1%
TEEN AREA	1,206	7%
<hr/>		
Net Assignable Square Footage:	16,896	100%
Non-Assignable Square Footage (@ 25% of Gross):	5,632	
<hr/>		
Gross Square Footage:	22,528	



FUNCTIONAL ACTIVITY

The primary function of the Children's Library is to provide library materials and programs for children up to 12 years of age. This area must be exciting and interesting to young children. The children's staff provides guidance in the choice of books and AV materials, presents story hours and programs, and prepares craft activities.

The architect and interior designer are encouraged to develop a motif from children's literature that will spark the imagination of the children using the library. The Children's Library is not just a scaled down adult library, nor is it desirable to have children view it as a romper room. The Children's Library should encourage children to have fun by developing an interest in books, reading, and information seeking skills.

SPATIAL RELATIONSHIPS

Children should not have to traverse any part of the adult library to get to the Children's Library. The entrance to the Children's Library should be just inside the security system and very near the Circulation Desk. When children and parents come out of the Children's Library, they should literally run into the Circulation Desk. This relationship will facilitate the circulation of children's books. The entrance to the Children's Library should be very close to Browsing and the AV Library as well. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Library.

ADJACENT:

Circulation Services
Library Entrance

CLOSE:

Audio-Visual Library
Browsing

AWAY:

Non-Fiction Collection
Reference Services
Young Adult Services

DIVISION SPACE SUMMARY	Sq. Ft.
"Back to Basics" Learning Center	217
Children's AV Collection & Seating	426
Children's Entrance (Interior)	50
Children's On-line Public Access Catalog (OPAC)	285
Children's Program Area	473
Children's Reference Collection & Seating	183
Family Rest Room	N/A
Juvenile Collection & Seating	1,514
Parenting & Teachers' Collection & Seating	90
Picture Books Collection & Seating	728
TOTAL:	3,966



Functional Activity

This space will house the audio-visual collections for children and juveniles. Portions of the collections may be displayed face-out in an attractive manner and should be highlighted to attract children and parents. Media may be checked-out for use at home or may be used in the library at viewing and listening stations.

Occupancy

CHILDREN'S READER SEATS: 0
CHILDREN'S TECHNOLOGY WORKSTATIONS: 6

Relationships

The Children's AV Collection should be adjacent to the Children's Entrance and immediately visible upon entering the Children's Library.

ADJACENT:

Children's Entrance (Interior)

CLOSE:

Children's Desk

PROXIMITY:

Children's On-line Public Access Catalog (OPAC)

Flexibility

This area may need to be expanded, or a different function placed here. Flexibility should be a goal and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable panels for sound absorption and display;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains

Access

The Children's AV Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one table, counter or carrel will meet accessibility



requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will be a very noisy area, thus an effort should be made to keep the noise generated in this space from spreading throughout the Children's Library. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in AV display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. While it is important to highlight the AV materials on the display shelving, the lighting must not create glare on the materials.

The light in this space must be warm and help reduce the scale of the space; but most importantly it must attract children and their parents to the AV displays. Consider use of neon for signage or generally to make the space interesting to children. Provide high quality, non-glare light for viewing TV and computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) for every audio-visual enabled carrel. Outlets can be wall-mounted at 6" above the work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. If there is additional audio-visual equipment, power receptacles will be required.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by the staff at the Children's Desk and possibly the Circulation Desk. Sight lines from the Children's Desk to the Children's AV Collection and Seating Area should not be obstructed.

Signage



Required signage includes a major area directional and identification sign which can be seen from the Children's Entrance, Children's OPAC Area, and Children's Desk. This directional sign ("AV Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("AV Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Videos," "Cassettes," and "Media Kits." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Videos Circulate for One Week"), and donor recognition plaques.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Audio Cassette "Spinner" W/ 4 Rotor Towers 180 Audio Cassette	1	70	70
CD/Cassette Tape Player	2	0	0
Chair, Technology Workstation	6	0	0
Compact Disc, CD-ROM & DVD Display Browser 360 Audio Compact Disc (CD)	1	24	24
Compact Disc, CD-ROM & DVD Display Browser 120 CD-ROM	1	24	24
Compact Disc, CD-ROM & DVD Display Browser 240 DVD	1	24	24
Computer, Public Desktop	2	0	0
DVD Player	1	0	0
Headphone, AV	11	0	0
Printer, Ink-Jet (Color)	2	0	0
Speakers, Pair Powered W/Amp	2	0	0
Technology Carrel	2	40	80
Technology Counter	2	50	100
TV Monitor, 20"	2	0	0
Video Cassette DF 66" Shelving Unit W/10 Divider Shelves 1350 Video Cassette	5	20	100
Video Cassette Player/Recorder	2	0	0
Waste Basket	1	4	4



Functional Activity

This area of the Children's Library houses the print collections for young children. The collections consist primarily of picture books, easy readers, and award winning books. There will also be space for seating for children and their parents. Young children will select reading materials with the assistance of their parents and library staff. Parents will frequently sit down and read books with or to their children. The library staff will assist young readers in this area by finding books on specific subjects or at appropriate reading levels.

Occupancy

READER SEATS: 1
CHILDREN'S READER SEATS: 18
CHILDREN'S TECHNOLOGY WORKSTATIONS: 0

Relationships

The Children's Collection and Seating Area needs to be close to the Children's Entrance and adjacent to the Children's Desk so that staff can supervise the area and assist young children.

ADJACENT:

Children's Desk

CLOSE:

Children's Entrance (Interior)

PROXIMITY:

Children's AV Collection & Seating
Children's On-line Public Access Catalog (OPAC)
Children's Rest Room

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although some natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

This space should be colorful and playful and should be designed around a theme that is appealing to young children. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable panels for sound absorption; Vinyl or carpet cove base; Hanging track

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains

Access

The Children's Collection and Seating Area will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle



requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

If no other equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will be a highly noisy area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data



drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by the staff at the Children's Desk and possibly the Circulation Desk. Sight lines from the Children's Desk to the Children's Collection and Seating Area should not be obstructed.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Children's Entrance, Children's OPAC Area, Children's Desk and Children's Reference Area. This directional sign ("Children's Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Children's Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Picture Books," "Easy Readers," and "Award Winners." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Quiet Please"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	11	18	198
3900 Children's Picture Books			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	7	18	126
2450 Children's Easy Readers			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	1	12	12
175 Children's Spanish Language Picture Books			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	1	12	12
175 Children's Spanish Language			
Chair, Child's	12	0	0
Children's Play Fixture	1	200	200
Table, Children's Slant Top	2	90	180



Functional Activity

The entrance to the Children's Library should be unique, colorful and inviting to younger and older children. Children should feel they are entering a special space of their very own. The interior design should provide interesting graphics, ceiling-hung banners or mobiles, stuffed animal displays, and book displays. There could be both adult and child-sized entrances into the Children's Library. This is not an exterior entrance but is immediately visible and accessible upon passing through the security gates into the library.

Relationships

When children enter the Children's Library, the Children's Desk and OPACs should be immediately visible. There should be a clear path to the Children's and Juvenile Collection and Seating Areas. The Children's Rest Room(s) must be in proximity and easy to locate.

ADJACENT:

- Children's AV Collection & Seating
- Children's Desk
- Children's On-line Public Access Catalog (OPAC)

CLOSE:

- AV Collection & Seating
- Circulation Desk
- New Book Display
- Public Entrance & Lobby

PROXIMITY:

- Children's Rest Room

AWAY:

- Reference Collection & Seating
- Young Adult Collection & Seating

Flexibility

This area may need to be expanded, or a different function placed here in the future. Flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light in this area is highly desirable.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be highly durable, mark resistant, and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners.

CEILING:

- Acoustical tile

WALLS:

- Vinyl or Fabric with tackable acoustical panels for sound absorption and display

FLOOR:

- Durable non-slip hard surface or anti-static carpet tile

Access

The Children's Entrance will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". If turnstiles are used, then a readily apparent accessible door must be provided adjacent to the turnstile. Doormats must be securely attached and have a pile of no more than 1/2". Exposed edges of doormats must be fastened to the floor surface.



Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

An effort should be made to keep the noise generated in this space from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings.

Illumination

A low level of ambient light with accent lighting for mobiles, murals or other featured displays is required. The light must be warm and help reduce the scale of the space.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power for each potential information kiosk and one single voice outlet (one voice) for each pay phone location.

Security

This area will be supervised by the staff at the Children's Desk and possibly the Circulation Desk. If inventory control gates are included, they may be located here at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Children's Desk.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the library's entrance or lobby. This directional sign ("Children's Library") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include fire and life safety lighted exit signs, a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, emergency evacuation map, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Children's Room Open at Noon"), and donor recognition plaques.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Art Print	1	0	0
Bulletin Board	1	0	0
Case, In-Wall Display	1	0	0
Locker	10	5	50
Rack, Literature Display Handout	1	0	0
Sign, Announcement	1	0	0



Functional Activity

The Children's On-line Public Access Catalog (OPAC) will provide children and their parents with access to the library's collections through the on-line catalog. They will be able to access the on-line catalog, databases, other electronic information sources, and the Internet from these stations. In order to encourage quick use of these OPACs, some of the stations might be stand-up only. Carrels or counters must be large enough to accommodate printers as well as backpacks, jackets, and other personal belongings.

Occupancy

CHILDREN'S TECHNOLOGY WORKSTATIONS: 4

Relationships

The OPAC cluster should be located just inside the Children's Entrance so that it is visible to children and their parents as soon as they enter the Children's Library. It should be adjacent to the Children's Desk, so that the staff can assist children using the on-line catalog. It should be positioned equally distant from the Children's and Juvenile Collection Areas so patrons can easily locate items they have found in the catalog in either collection.

ADJACENT:

Children's Desk
Children's Entrance (Interior)
Children's Reference Collection & Seating

CLOSE:

Children's AV Collection & Seating
Children's Collection & Seating
Juvenile Collection & Seating

PROXIMITY:

Children's Rest Room
Homework Center

Flexibility

It is likely that this area will need to be expanded in the future, or at a minimum, more OPAC stations placed in the space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable due to potential glare. Computer screens and workstations should be placed at right angles to any windows, and roller shades or other light control devices may be required.

Finishes

This area will get very heavy use. The floor finishes must be stain repellant, dirt resistant, durable, and as maintenance free as possible. Wall finishes should be mark resistant, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric wall covering with tackable acoustical panels for sound absorption

FLOOR:

Anti-static carpet tile

Access

The Children's OPAC Area will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in



increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

A minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floored, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will be a relatively noisy area since many people will be walking by from the Children's Entrance into the Children's Library and others will be talking with one another while using the OPACs. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in OPAC Area.

Illumination

Provide a minimum of 30 to 40 foot candles of non-glare light on the counter tops or workstations.

Telecommunications

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the OPAC and printer locations with additional outlets provided for future growth.

Security

This area will be supervised by staff at the Children's Desk. Children using the OPACs must be visible from the desk so that they can be assisted if necessary.

Signage

Required signage includes a well-lighted area directional and identification sign which can be seen from the library's entrance and/or lobby. This directional sign ("Children's Catalog") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

The signage for all of the collections in the Children's Library should be visible to patrons from the Children's OPAC Area. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "No Printing Available"), and donor recognition plaques.



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Technology Workstation	8	0	0
Computer, OPAC Desktop	8	0	0
Printer, Ink-Jet (B&W)	2	0	0
Technology Carrel, Adjustable (Manual) Height	1	45	45
Technology Counter	8	30	240
Waste Basket	2	0	0



Functional Activity

This area will provide space for many different kinds of activities and programs including story hour presentations, puppet shows, audio-visual programming and arts and crafts activities. Generally, children will sit in a semi-circle with library staff making a presentation, or a projection screen or TV monitor will be the focus of their attention. At other times, tables will be set up for children to participate in projects. Staff will work closely with children during activities and presentations; otherwise the space should be open for additional seating so that children may read unattended, but still be under the supervision of the library's staff and their parents.

Occupancy

CHILDREN'S READER SEATS: 0
CHILDREN'S TECHNOLOGY WORKSTATIONS: 0
CHILDREN'S MEETING ROOM SEATS: 30

Relationships

The Children's Program Area should be adjacent to the Children's Workroom, close to the Children's Collection and Seating Area, and within sight of the Children's Desk.

ADJACENT:

Children's Workroom

CLOSE:

Children's Desk
Children's Collection & Seating

PROXIMITY:

Children's Rest Room

Flexibility

The area should be flexible, with a stage and theater-like appearance which is conducive to the use of the space. The space may be built up (but not down into a pit which greatly limits future flexibility) to provide steps upon which children may sit as long as the area can still accommodate tables setup for craft sessions. The space may be enclosed if a window view of the interior of the room is provided, or it may be separated from the rest of the Children's Library by a folding partition door or curtain during program times.

Fenestration

Natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

This space presents an opportunity for the architect and interior designer to provide a special atmosphere for children. Since it will be the focus of many group activities and will be used by many of the children in the community, it should create a positive, fun and lasting impression. The floor finishes must be stain resistant, dirt repellent, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, colorful, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injuries to children, there should be no sharp corners or edges.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable acoustical panels for sound absorption and display; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or Vinyl tile; vinyl tile at sink and craft area; Game rug



Access

The Children's Program Area will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height. Accessible seating locations, with an equal view and a companion location, must be available and the use of a stepped seating can not preclude universal access.

If a sink is provided, the faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to an employee's job, (e.g., cleaning up craft projects), then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Portable assistive listening technology may be substituted for permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of a listening system.

Acoustics

This will be a noisy area and must be buffered from the rest of the children's library to the extent possible. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment. A white noise or sound masking system may be required to provide an appropriate environment for programs or presentations.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in program area.

Illumination

Light levels of 50 foot candles at table tops are preferred, but at least 30 to 40 foot candles must be maintained. Wall washers around the perimeter of the room can also be used to highlight artwork displayed on the walls. A spot lighting system will allow flexible highlighting of the stage/story teller's position. Non-glare producing lighting is necessary since this area may be occasionally used for computer purposes.

All lighting must be controlled at any puppet stage/story teller's position. The program area lights may be controlled with regular toggle switches, but there should also be some lighting which is dimmable so that the lamps may be dimmed during programs which may require darkness. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are



desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the audiovisual presentation location; and one standard quad communications outlet (two voice and two data) co-located with associated power at the wall 6" above any perimeter counters or 15" above the finished floor at a table location to support a phone or supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Children's Program Area. See also Audio-Visual Space Detail.

Audio - Visual

Provide a video presentation system consisting of a monitor (TV or flat plasma screen) and appropriate video source devices. Sources may include ½" VHS videotape, DVD, and television. The video display monitor should have integrated speakers and sound system and the ability to switch between multiple inputs. The display should be sized appropriately to the size of the room and positioned to allow comfortable viewing by the children.

Security

This area will be supervised by staff at the Children's Desk. Sight lines from the Children's Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted area identification sign which can be seen from the Children's Entrance, Children's Collection and Seating Area, and Children's Desk. This directional sign ("Story Area" or "Children's Programs") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Story Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs and maximum occupancy load signs, and may include restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Story Hours on Wednesday"), and donor recognition plaques.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
AV/Technology Equipment Cart, Large	1	15	15
Cabinet, AV Equipment	1	15	15
Cabinets, Above Counter (Lockable)	9	0	0
Cabinets, Below Counter (Lockable)	6	0	0
CD/Cassette Tape Player	1	0	0
Chair, Rocking	1	20	20
Clock	1	0	0
Cushion, Floor	50	7	350
Projection Screen, Wall Mounted	1	0	0
Projector, Ceiling Mounted	1	0	0
Puppet Theater	1	65	65
Sign, Announcement	1	0	0
TV Monitor, 32"	1	0	0



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Video Cassette Player/Recorder	1	0	0
Waste Basket	2	4	8
White Board	1	0	0



Functional Activity

The Children's Reference Collection consists of encyclopedias, dictionaries, indexes, atlases and other materials used to assist the children's staff in answering questions that children and parents may have. Seating is provided for patrons to use while consulting print reference materials or using technology workstations which provide access to the library's on line catalog, electronic resources, and the Internet.

Occupancy

CHILDREN'S READER SEATS: 4

CHILDREN'S TECHNOLOGY WORKSTATIONS: 6

Relationships

The Children's Reference Collection and Seating Area must be adjacent to the Children's Desk, for quick staff access. It should be close to the Children's OPACs and Children's Workroom.

ADJACENT:

Children's Desk

CLOSE:

Children's On-line Public Access Catalog (OPAC)

Children's Workroom

Homework Center

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows in the Children's Library that may cause glare.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Corner guards; Hanging track;

Vinyl or carpet cove base

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted);

Tile or vinyl around any water fountains

Access

The Children's Reference Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.



A minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will be a moderately noisy area. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

HVAC

Temperature should be controlled between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by staff at the Children's Desk. Sight lines from the Children's Desk to this area should not be obstructed.

Signage



Required signage includes a well-lighted area directional and identification sign which can be seen from the Children's Entrance, Children's Homework Center, Juvenile Collection and Seating Area, Children's OPAC Area, and Children's Desk. This directional sign ("Reference Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Reference Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Encyclopedias" or "Indexes." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve library materials"), and donor recognition plaques.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	7	12	84
450 Children's Reference			
Chair, Juvenile	4	0	0
File Cabinet, Vertical (Four Drawer)	1	14	14
Table, Juvenile	1	85	85



Functional Activity

This space is a public rest room for children. It will be sized to meet the local building code and ADA requirements. The interior of the Children's Rest Room should be scaled appropriately, and be bright and colorful.

Relationships

The Children's Rest Room should be convenient from the entrance to the Children's Library, but not too close to the entrance to the main library to discourage use of this rest room by adults. The Children's Rest Room is exclusively for children and for parents accompanying children. It should be easily accessible from the Children's Collection and Seating and the Children's Program Area.

ADJACENT:

Children's Entrance (Interior)

CLOSE:

All Other Spaces in the Children's Library

PROXIMITY:

Circulation Desk

Flexibility

Rather than expand the existing rest room, additional rest rooms would be added as necessary. This space requires minimal or no flexibility unless ADA accommodation requirements change.

Fenestration

No windows required.

Finishes

This area must be as vandal resistant as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark-resistant and easy to clean. All fixtures should be sized for children.

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed ceramic tile with dark grout

FLOOR:

Unglazed ceramic tile with dark grout; Floor drain

STALLS:

Wall mounted high-density solid plastic or stainless steel

FIXTURES:

Sinks: Self-activated

Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided. If separate children's rest rooms are provided for children of each gender, then accessible facilities must also be provided for each gender. If unisex facilities are provided, then at least one accessible unisex facility will be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can



require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one side wall and 42" from the centerline to the opposite wall.

Specific fixture heights will be adjusted to meet the requirements of children. Some of these may vary from local codes and require a written finding. The top of the toilet seat should be 15" above finished floor. The toilet paper dispenser should be located a minimum of 19" high, within 6" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 29" with a knee clearance of 24" provided. Paper towel dispensers and automatic hand dryers which meet forward and side reach requirements will be provided. The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the rest room the appearance of being clean and safe.

Security

This area will be supervised by staff at the Children's Desk. The entry door(s) to the Children's Rest Room should be in the line of sight of staff at the desk. Entry will be controlled by remote electronic switch at the Children's Desk.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle 1/4" thick with edges 12" long pointing upward), Women's (12" diameter circle 1/4" thick), or Unisex facilities (12" diameter circle with 1/4" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Children", "Boys", or "Girls") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Commode	1	0	0
Diaper Changing Counter	1	0	0
Hand Dryer	1	0	0
Mirror, With Shelf	1	0	0
Paper Towel Dispenser	1	0	0
Sink And Counter	1	0	0
Soap Dispenser	1	0	0



Functional Activity

This area of the Children's Library houses the print collections for older children (ages 7 - 12). The collections consist of fiction books, Newbery Award books, story books, magazines, and non-fiction books. There is seating for older children to read and study. The library staff will assist by finding books on specific subjects or at appropriate reading levels. Since these children are old enough to begin searching for their own materials, they may locate the materials in the stacks by themselves.

Occupancy

CHILDREN'S READER SEATS: 16
CHILDREN'S TECHNOLOGY WORKSTATIONS: 4
CHILDREN'S MEETING ROOM SEATS: 0

Relationships

The Juvenile Collection and Seating Area should be close to the Children's OPACs and Internet workstations since children of this age will be able to use them unassisted. The space should be in the proximity of the Children's Desk, but the collection size and organization of the space may require it to be somewhat removed. This space should be visible from the Children's Entrance. It should be in the proximity of the Homework Center since students in the Homework Center will use materials in the Juvenile Collection.

CLOSE:

Children's On-line Public Access Catalog (OPAC)

PROXIMITY:

Children's Desk
Children's Reference Collection & Seating
Homework Center

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows in the Children's Library that may cause glare.

Finishes

This space should be designed to appeal to older children who are too old for the Children's Library, but not quite yet ready for the Young Adult Collection. The floor finishes must be stain resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable acoustical panels for sound absorption;
Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains

Access

The Juvenile Collection and Seating Area must be accessible by means of a 36" minimum



aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

If no other equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will be a noisy area. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.



Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by staff at the Children's Desk. Sight lines from the Children's Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby, Children's Entrance, Children's OPAC Area, Children's Desk and Children's Reference Area. This directional sign ("Juvenile Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Juvenile Collections") must be wall-mounted on the latch side of any door or entrance at least 60" above the finished floor and shall be 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Juvenile Biography," "Juvenile Non-Fiction," and "Juvenile Fiction." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 10125 Juvenile Non-Fiction	26	18	468
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 6750 Juvenile Fiction	18	18	324
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve 20 Children's Current Magazines	3	14	42
Chair, Juvenile	32	0	0
Table, Juvenile	8	85	680



Functional Activity

The Homework Center makes available library staff assistance and print and electronic resources to school-age students. The center is available for self-help use during all hours the library is open. Dedicated staff and volunteer assistance (adult and student) will be available immediately after school on weekdays and in the early evenings. In addition to a core collection of homework support materials, a rotating collection of materials which reflects the current class assignments in the local schools will be available. Internet access will also be provided in the Homework Center.

Occupancy

CHILDREN'S READER SEATS: 8
CHILDREN'S TECHNOLOGY WORKSTATIONS: 4
CHILDREN'S MEETING ROOM SEATS: 0
PUBLIC SERVICE DESK WORKSTATIONS: 1

Relationships

The Homework Center should be located close to the Children's Desk, with sight lines, so staff at the desk can supervise the space and provide assistance to students. The space should be close to the Children's Reference Collection so that resources there can be used by students in the Homework Center. This space should be located in proximity to the Children's OPAC Area where the additional on-line catalogs can supplement those that might be located in the Homework Center. Students in the Homework Center will utilize the broader resources of the Juvenile Collection so the two spaces should be in proximity.

CLOSE:

Children's Desk
Children's Reference Collection & Seating

PROXIMITY:

Children's On-line Public Access Catalog (OPAC)
Juvenile Collection & Seating

Flexibility

This area may need to be expanded in the future as it grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows in the Children's Library that may cause glare.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric wall covering with tackable acoustical panels for sound absorption; Chair rail; White Board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted)



Access

The Homework Center will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available at the study stations for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated in the room by group study or homework assistance. Adequate sound isolation must be provided through the use of acoustic ceiling, floor, and wall treatment.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in Homework Center.

Illumination

Provide 30 foot candles vertically at 30" above the floor on the book shelves. Provide non-glare and shadowless light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books and viewing computer screens.

Telecommunications

Provide one single data drop (jack) per seat for network enabled tables and carrels. Provide at a minimum, network connectivity to at least two thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the work surface or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30"



wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Homework Center must be easily supervised by staff at the Children's Desk. Sight lines to the Homework Center, which should have a glass wall and glass door to the public area, must be unobstructed.

Signage

Required signage includes a well-lighted area directional and identification sign which can be seen from the Children's Entrance, Juvenile Collection and Seating Area, Children's OPAC Area, and Children's Desk. This directional sign ("Homework Center") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Homework Center") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Tutors available after 3:30 p.m."), and donor recognition plaques. Requirement includes room identification number as assigned by facilities staff.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Bulletin Board	1	0	0
Chair, Juvenile	12	0	0
Chair, Task	1	0	0
Chair, Technology Workstation	3	0	0
Clock	1	0	0
Computer, Public Desktop	6	0	0
Desk, Homework	1	70	70
Dictionary Stand	1	10	10
Printer, Ink-Jet (B&W)	3	0	0
Shelving, SF 66"h Steel W/ 5 Shelves	2	12	24
Technology Counter	3	35	105
Waste Basket	2	4	8



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Reader's	4	0	0
Table, Reader's	1	90	90



FUNCTIONAL ACTIVITY

The primary function of this division is to efficiently handle the circulation of the library's book, magazine and audio-visual collections. This includes the following tasks:

1. Library patrons checking-out library materials at the Circulation Desk and self check-out units.
2. Library staff checking the materials back in.
3. Library staff sorting the various materials.
4. Library staff reshelving the collections in their proper locations.
5. Routine business transactions including registration, payment of fines and fees, holds and reserves, etc.

Careful attention must be given to the workflow in the Division. It is critical to the operation of the library that the process of circulating library materials works smoothly and efficiently. Poor organization will result in significant increases in operational costs that will negatively impact the library's operating budget every year the building is in use.

SPATIAL RELATIONSHIPS

The Circulation Services Division should be centrally located where all library patrons must pass through it when entering or exiting the library building.

ADJACENT:

Library Entrance

CLOSE:

Audio-Visual Library
Browsing
Children's Library
Young Adult Services

PROXIMITY:

Fiction Collection
Non-Fiction Collection
Periodicals Collection
Reference Services

DIVISION SPACE SUMMARY		Sq. Ft.
Book Return Room		60
Branch Manager's Office		150
Circulation Desk		557
Circulation Office		N/A
Computer/Telecommunications Room		98
Staff Copy & Communications Center		293
Staff Workroom		662
TOTAL:		1,820



Functional Activity

The Book Return Room is an area where library materials will be deposited by patrons. Library materials will be returned through a slot in the exterior wall and fall into a depressible book bin. Library staff will periodically unload these bins and the materials will be placed on book trucks and taken to the circulation check-in stations in the Circulation Workroom or at the Circulation Desk. Since book and AV drops must be accessible to the disabled, care must be taken in the coordination of the heights of these exterior slots and the height of the interior bins to make sure the two are compatible.

Occupancy

STAFF WORKROOM WORKSTATIONS: 0

Relationships

The Book Return Room must be adjacent to the Circulation Workroom and the lobby of the building and/or the outside near the front entrance. Patrons should be able to deposit library materials into this room from the lobby or from the exterior of the building for after hours return.

For patron convenience, a separate set of exterior book and AV return units (preferably with driver's side drop off) may be included in the parking lot. These exterior units should be relatively close to an entrance to the library on a relatively flat path, so that staff can unload library materials and push book carts to the Circulation Workroom.

ADJACENT:

Public Entrance & Lobby
Circulation Workroom

CLOSE:

Circulation Desk

Flexibility

It is unlikely that the function of this space will change or that the room will need to be expanded.

Fenestration

No windows required.

Finishes

The floor finishes must be durable, non-slip and as maintenance free as possible. Corner guards are required.

CEILING:

Acoustical

WALLS:

Paint

FLOOR:

Low profile anti-static carpet; Sheet vinyl; or Vinyl tile, with no threshold between the Book Return Room and the check-in stations

Access

Access to the drop slot must meet accessibility requirements for a front or side reach, recommended at not higher than 48" above finished floor. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Since the access area outside the Book Return Room will be quite noisy because of patrons walking and talking, every effort should be made to absorb sound generated at this location and to keep it from spreading into the library. The walls of the Book Return Room need to be well insulated since the sound of books and AV materials falling through the drop slot into the bins will be very distracting to nearby patrons and staff.



HVAC

Since flammable materials are occasionally introduced into book returns, care must be taken to make certain that smoke produced cannot enter the main HVAC system and spread throughout the library building.

Illumination

The interior of the book drop needs approximately 30 foot candles of light primarily over the bins. However, the drop slots on the exterior should be highlighted with 50 foot candles or more to attract patrons to them. Exterior drops will need bright and vandal resistant lighting for security.

Telecommunications

If there is a work counter in this room, provide a minimum of one standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 6" above the counter, distributed at every 4' of work counter.

Security

This room will be supervised by staff at the Circulation Desk. There needs to be a clear line of sight from the desk to any main drop slots inside the library's security system. All drop slots must be lockable. If drop slots are accessible from outside the building or from the lobby so that materials can be deposited after hours, the Book Return Room must be an enclosed fire rated room with a smoke detector and sprinkler head in case of the introduction of flammable material into the drops.

Signage

Signage should include permanent room identification signs ("Book Return" and "Audio-Visual Return") wall-mounted on the right side of the drop slot with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
AV Bin, Depressible	1	20	20
Book Bin, Depressible	2	20	40



Functional Activity

This is the office for the Branch Manager who plans activities and administers the library's plan of service. This office will provide a private space where staff reviews can be conducted and where the public can come to discuss confidential issues regarding their circulation records.

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Relationships

This office requires sight lines to the Circulation Desk and Circulation Workroom for supervision. The office should be easily accessible from the Circulation Desk if problems arise with patrons. Patrons and other visitors should be able to access the Office without going behind the Circulation Desk or into any of the Circulation Services Division's back-of-house spaces.

ADJACENT:

Circulation Workroom

CLOSE:

Circulation Desk

PROXIMITY:

Public Entrance & Lobby

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the Circulation Desk to expand into this space if required in the future.

Fenestration

Interior windows, which allow supervision of the Circulation Desk and Circulation Workroom, are required. Interior windows require shades, etched glass, or roller blinds so the public cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices if needed. Staff areas may have operable windows.

Finishes

The Branch Manager and the public will utilize this office daily. This position supervises all of the library's employees who also utilize this office frequently. The walls and carpet will not have the heavy use of public areas, but must maintain a quality appearance after many years of normal office use.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Glass window; White board;
Tackable surfaces

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Branch Manager's Office will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above



the finished floor. Thresholds cannot exceed ½" in height.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This office requires a high level of acoustical isolation to conduct staff supervision, private conversations, or potential confrontations with irate patrons. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on staff workstation.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff office which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Branch Manager") wall-mounted on the latch side of the door at 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Supervisor's	1	0	0
Chair, Visitor's	2	15	30
Computer, Staff Desktop	1	0	0
Credenza	1	25	25
Desk, Branch Manager's	1	65	65
File Cabinet, Vertical (Four Drawer)	1	14	14
Shelving, SF 90"h Steel W/ 7 Shelves	1	12	12



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Telephone Handset	1	0	0
Waste Basket	1	4	4
White Board	1	0	0



Functional Activity

The Circulation Desk is the first public service point that patrons will see when entering the library. It must present a well-organized, business-like appearance and provide an efficient work area for checking-out library materials. Library patrons bring their materials to the desk and place them on the service counter for staff to process. Once the checkout function is completed, staff return the materials to the patron. The Circulation Desk must be of sufficient depth and length to accommodate all of the necessary circulation equipment and any cash registers, telephones, printers, or security equipment on the desktop. The area under the desk should provide sufficient knee space for each staff workstation while allowing additional under-counter space for storage, book bins, and shelving for equipment that is not located on the desktop.

In addition to checking-out materials, library patrons will be able to pick up materials that are being held for them on reserve, register for library cards, and complete routine business transactions such as the payment of fines and fees. Library patrons will also be able to use self-checkout machines in this area.

There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods. This can be accomplished through the use of portable traffic control posts, different floor materials, or a different color or type of carpet. Patrons standing in this line should not impede access for other library patrons entering or exiting the library, i.e., there must be enough room in front of the desk so that there is no bottleneck when a line forms.

Occupancy

TECHNOLOGY WORKSTATIONS: 2

PUBLIC SERVICE DESK WORKSTATIONS: 7

Relationships

The Circulation Desk must be adjacent to the Public Entrance and Lobby and the main circulation path in the library, but off to the side so as not to interfere with the traffic flow. For supervision, the library staff at the Circulation Desk should have good sight lines and easy access to the inventory control gates and the entrances to the Public Rest Rooms.

The Circulation Desk should be adjacent to the Circulation Workroom and Branch Manager's Office, and close to the Book Return Room and the Copy Center. It should also be close to the AV Collection, New Book Display Area and the Children's Entrance.

ADJACENT:

Public Entrance & Lobby
Circulation Workroom

CLOSE:

AV Collection & Seating
Book Return Room
Branch Manager's Office
Children's Entrance (Interior)
Copy Center (Circulation)
New Book Display
Public Rest Rooms

PROXIMITY:

Young Adult Collection & Seating

Flexibility

The Circulation Desk is frequently remodeled and expanded when the library expands. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future.



Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices.

Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be either a durable non-slip hard surface or a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

Anti-static carpet tile, Vinyl tile, Linoleum, Cork, Stone or unfinished quarry tile; Anti-fatigue mats at staff workstations

Access

The Circulation Desk will be accessible by means of a 36" minimum aisle. The will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance at checkout counters. If a self-checkout system is provided, at least one must be accessible with a counter no higher than 28" to 34" high and a knee clearance of at least 19" of clear space. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, everything possible should be done to keep the noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 78° during cooling for energy savings. Relative humidity at 30 – 50% and ventilation at 10 to 12 cubic feet per minute. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Circulation Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup. The master light controls for the library should be located here.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter. Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The staff at the Circulation Desk supervises much of the public area just inside the entrance from the lobby. Access to patrons who are exiting the building after activating the inventory control system alarm is important. The staff should be able to see a major portion of the lobby, the entrances to the library, and the entrances to the Public Rest Rooms. If the library has a video surveillance system, the security monitors may be located at the Circulation Desk. If inventory control gates are included, they may be located here, at a minimum



distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Circulation Desk.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby and Library Entrance. This directional sign ("Circulation Desk" or "Customer Service") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include ceiling hung signs or desk bars, for designated service points, such as "Returns," "Patron Registration," and "Checkout" and a sign for any return slot. Changeable insert sign system is required for stack end panels for collections held behind the Circulation Desk. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, visible pictogram flag signs for elevators or rest rooms, and an emergency evacuation map. Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Internet Classes on Saturday."

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Bar Code Reader, Fixed Mount	3	0	0
Book Bin, Depressible	1	0	0
Book Truck	1	10	10
Cash Register	1	0	0
Chair, Task	3	0	0
Clock	1	0	0
Computer, Staff Desktop	3	0	0
Mat, Anti-fatigue	3	0	0
Printer, Receipt	3	0	0
Queuing Space (Per Person)	10	6	60
Security System Gates, Inventory Control	1	75	75
Self Check-Out Counter	2	30	60
Self Check-Out Machine	2	0	0
Shelving, SF 84"h Steel W/ 6 Shelves	6	12	72
Telephone Handset	3	0	0
Workstation, Circulation Book Return Desk	1	40	40
Workstation, Circulation Check-Out Desk	3	80	240



Functional Activity

The Circulation Workroom provides space for all kinds of back-of-house activities. The library staff will check-in library materials that have been deposited in the Book Return Room and then will sort them on shelving before returning them to the stacks. Circulation overdues, bills, and reserve notices will be processed here.

Occupancy

STAFF WORKROOM WORKSTATIONS: 8

Relationships

The Book Return Room, Branch Manager's Office and the Circulation Desk should be immediately adjacent to the Staff Workroom. Staff will move frequently between these spaces, and particularly between the Desk and the Workroom. There must be easy access between the spaces and sight lines between the Workroom and the Circulation Desk so that staff can fill-in if a line starts to form at the Desk.

ADJACENT:

Book Return Room
Branch Manager's Office
Circulation Desk

CLOSE:

Staff Entrance & Lobby
Staff Lounge
Staff Rest Rooms

PROXIMITY:

Custodial Workroom
General Library Storage Room

Flexibility

Since staff work areas are frequently remodeled and expanded, the workstations should be modular and flexible. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future. This would include, for example, laying carpet or whatever floor covering is being used, under any service desk, built-in cabinetry or casework.

Fenestration

Interior windows, which allow supervision of the Circulation Desk, are required. Interior windows require shades, etched glass, or roller blinds so the public cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices if needed. Staff areas may have operable windows.

Finishes

The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. The finishes in the workroom should be comfortable and durable since this area will get heavy use.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl wall covering; Corner guards; White boards; Tackable surfaces

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Vinyl tile at sink and work counter; Vinyl or carpet cove base

Access

The Circulation Workroom must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If the use of a sink is essential to an employee's job, then an accessible space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and the hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, then at least one of each type must comply.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

The sound generated in this space (primarily staff conversations and the sound of books being put on book trucks, etc.) needs to be absorbed and kept from filtering out to the Circulation Desk and the rest of the library. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on the staff workstations.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that individual sections can be turned off for potential energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above the finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture.

Provide one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at



6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. If the Circulation Workroom does not have a door, patrons should be discouraged from entering by the use of gates and/or signage. Staff in this area should be able to see the Circulation Desk so they can get to it quickly if needed. Sight lines to other areas of the library from the workroom are desirable.

Signage

Required signage includes a permanent room identification sign ("Circulation Workroom" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor, with 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Bar Code Reader, Hand-Held	4	0	0
Book Truck	10	10	100
Bulletin Board	1	0	0
Cabinets, Above Counter	18	0	0
Cabinets, Below Counter	18	0	0
Chair, Task	9	0	0
Clock	1	0	0
Computer, Staff Desktop	9	0	0
File Cabinet, Vertical (Four Drawer)	2	14	28
First Aid Kit	1	0	0
In & Out Board	1	0	0
Key Cabinet	1	0	0
Label Maker	1	0	0
Mail Boxes, Staff	1	30	30
Paper Cutter	1	0	0
Paper Towel Dispenser	1	0	0
Printer Stand	2	20	40
Printer, Laser (B&W)	1	0	0
Printer, Laser (Color)	1	0	0
Recycling Bin	1	15	15
Safe, Floor	1	0	0
Security System Desensitizer/Resensitizer	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves	8	12	96
Sink	1	18	18
Soap Dispenser	1	0	0
Telephone Central Station	1	0	0
Telephone Handset	9	0	0
Typewriter Stand	1	20	20
Typewriter, Electric	1	0	0



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
White Board	1	0	0
Workstation, Circulation Check-In Counter	2	40	80
Workstation, Clerical Office System	4	50	200
Workstation, Mending Counter	1	35	35



Functional Activity

The Circulation Services Copy Center will provide a separate room or area where library patrons can copy library materials and materials of their own. Some sound attenuation will be required, particularly if this is an open area and not an enclosed room. This room may require display and storage space for tax forms if they are provided in paper format. The room should provide a work counter for sorting and collating, pasting and laying out projects, and organizing large jobs. The layout of the room must allow access to the sides or rear of the machines for servicing the equipment, refilling paper and toner, and removing paper jams. Space must be provided in the room for recycling bins, change machines, card vending machines, and other equipment as necessary. There must be a logical way for patrons to queue either inside or just outside the room during busy periods.

Relationships

The Circulation Services Copy Center should be visible from the Public Entrance and Lobby and the Circulation Desk, and just off of the main traffic path. Staff at the Circulation Desk should have sight lines into the Copy Center since they will provide supervision and assistance.

CLOSE:

Circulation Desk
Public Entrance & Lobby

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the Circulation Desk to expand into this space if required in the future.

Fenestration

Windows which allow the staff to supervise this room are essential.

Finishes

The public will utilize this area quite literally hundreds of times each day. The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. It will be the primary destination for many patrons, and requires careful attention to layout, clean appearance, and extremely durable materials.

CEILING:

Acoustical tile

WALLS:

1/2 Glass wall; Paint (Latex semi-gloss recommended); Vinyl, Sisal or
Fabric wall covering with acoustical panels for sound absorption;
Tackable surfaces

FLOOR:

Vinyl Tile; Anti-static carpet tile or heavy weight commercial
anti-static carpet w/ enhanced backing (No carpet pad permitted)

Access

The Copy Center will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This is a very noisy space because of the high use, the copy machines, and conversations between patrons and staff. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. In addition to acoustical treatment of floors and ceilings, acoustical panels in the walls to help absorb noise should be considered.



HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover.

Illumination

Standard non-glare lighting at 30 to 40 foot candles. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each copy machine, printer, scanner and FAX location; and one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation positions mounted at 15" above the finished floor.

Security

This area will be supervised by staff at the Circulation Desk. Sight lines from the Circulation Desk to this area, which should be glass-enclosed, must be unobstructed.

Signage

Required signage includes a permanent room identification sign ("Copy Center") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Additional requirement includes area identification flags with universal symbol wall-mounted (perpendicular) in the major traffic paths.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Bulletin Board	1	0	0
Copier, B&W Freestanding	1	50	50
FAX Machine, Desktop	1	0	0
Fax Stand	1	20	20
Paper Sorter & Storage	1	160	160
Preparation Counter	1	40	40
Recycling Bin	1	15	15
Stapler, Electronic Binding	1	0	0
Waste Basket	2	4	8



Furniture and Equipment

<u>Description of Furniture & Equipment Units</u>	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Technology Workstation Task	1	0	0
Computer Stand	1	20	20
Console, Computer System	1	0	0
DSU/CSU Telecommunications Device	1	0	0
Printer, Pin / Tractor Feed W/ Stand	1	20	20
Rack, Computer / Communications Equipment	1	30	30
Router/Switch	1	0	0
Safe, Data / Tape Carrier	1	0	0
Server, Desktop / Rack Mount	1	0	0
Tape Drive, External DAT / Cartridge Tape	1	0	0
Telecommunications Backboard	1	28	28
Telecommunications Equipment/Hub/ Multiplexer	1	0	0
Telephone Handset	1	0	0
Uninterruptible Power Supply (UPS), Single Device	1	0	0



<i>DIVISION SPACE SUMMARY</i>		<i>Sq. Ft.</i>
Literacy Collection & Seating		160
Literacy Office		205
Literacy Study/Tutoring Room A		175
Literacy Study/Tutoring Room B		50
Literacy Study/Tutoring Room C		150
TOTAL:		740



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Reader's	8	0	0
Table, Reader's	2	80	160



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Department Head's	1	0	0
Chair, Professional's	1	0	0
Desk, Department Head's	1	65	65
Desk, Literacy Staff	2	70	140



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Reader's	6	0	0
Table, Group Study	1	175	175
White Board	1	0	0



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Carrel, Tutoring, Systems Furniture	1	50	50
Chair, Reader's	2	0	0
White Board	1	0	0



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Reader's	2	0	0
Table, Group Study	1	150	150
White Board	1	0	0



FUNCTIONAL ACTIVITY

The primary function of the Fiction Division is to house the library's fiction, paperback and large print book collections. The Fiction Collection is the heart of the library's "popular library" and may be organized by fiction books and genre books; i.e., westerns, science fiction, mysteries and romance novels. The Fiction Collection will be placed on the shelves and the genre books may be shelved in separate collections, with all books arranged on the shelves alphabetically by author's last name.

Reference librarians may act as reader's advisors, but in general, the Fiction Collection is a browsing, self-service collection.

SPATIAL RELATIONSHIPS

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and the New Book Display Area. Many of the library patrons are exclusive fiction readers and will exit the library via the circulation desk immediately upon making a selection in the stacks.

CLOSE:

Audio-Visual Library
Browsing
Circulation Services

PROXIMITY:

Library Entrance
Reference Services
Non-Fiction Collection

DIVISION SPACE SUMMARY		Sq. Ft.
Fiction Collection & Seating		1,210
TOTAL:		1,210



Functional Activity

Patrons will enter this space and look for specific authors, and then will often seek a place to sit down to read the book jacket or the first few pages to see if they are interested in the book. They may do this several times during a visit to the library before selecting a book. In the process, they may use the on-line catalog to check the library's holdings while browsing in the Fiction Collection; therefore several OPACs should be conveniently located in this area. This space might also house the paperback collection and the large print book collection.

Occupancy

READER SEATS: 24

TECHNOLOGY WORKSTATIONS: 2

Relationships

The Fiction Collection and Seating Area should be located toward the front of the library in proximity to the Circulation Desk and the main entrance to the library. The Fiction Collection should also be in proximity to the New Book Display Area and the AV Collection and Seating Area. Reference staff will provide reader's advisory assistance to patrons from the Reference Desk.

The paperbacks and genre books should be highly visible and accessible, since these are high use collections. Large print books, which might be located near the Fiction Collection, should be easy to find. The shelving and location of the large print collection should reflect the physical challenges of the elderly and the visually impaired, with shelving that is not too high or too low located in a well-lighted area.

CLOSE:

AV Collection & Seating
Circulation Desk
New Book Display

PROXIMITY:

On-line Public Access Catalog (OPAC)
Public Entrance & Lobby
Reference Desk

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor



around any water fountains

Access

The Fiction Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the Circulation Desk, the Browsing Area and the AV Collection and Seating Area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for



reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Fiction Collection will be supervised by the staff at the Circulation and Reference Desks. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desks. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Circulation Desk, OPAC Area, and Reference Area. This directional sign ("Fiction") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Westerns," "Mystery," and "Science Fiction." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs, (e.g., "Emergency Exit Only – Alarm will Sound", "No Cell Phones"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	23	18	414
7500 Fiction			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	9	12	108
1425 Large Print			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	5	12	60
750 Westerns			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	5	12	60
750 Science Fiction & Fantasy			



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	6	12	72
938 Romance			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	13	12	156
2063 Mysteries			
Chair, Reader's	8	0	0
Paperback "Spinner" W/ 4 Rotor Towers	2	70	140
1050 Paperbacks			
Stool, Kick-Step	4	0	0
Table, Reader's	2	100	200



FUNCTIONAL ACTIVITY

The primary function of the General Building Services Division is to provide custodial, storage, and mechanical equipment space, and other staff support spaces such as rest rooms, entrance, and a staff lounge. This division also provides space for a loading dock for the library.

SPATIAL RELATIONSHIPS

Some of the custodial services will be located throughout the building as non-assignable square footage in the form of Custodial Sink and Supply Closets. However, the majority of the space in this division will be best located in the back-of-the-house areas of the library. Care should be taken in the location of noise producing spaces such as the Mechanical Equipment Room to isolate them from public spaces and staff offices.

PROXIMITY:

Circulation Workroom
Staff spaces

AWAY:

Public Areas

DIVISION SPACE SUMMARY	Sq. Ft.
Custodial Sink & Storage Room	144
General Library Storage Room	210
Loading Dock	N/A
Mechanical Equipment Room	N/A
Staff Entrance & Lobby	N/A
Staff Lounge	455
Staff Rest Rooms	N/A
TOTAL:	809



Functional Activity

This space will provide a shop for custodians to assist in their servicing of the building. This workroom will provide a workbench with various tools necessary for basic maintenance and repair. In addition to this workroom, there will be other Custodial Sink and Supply Closets in the library to store mops, vacuum cleaners, and other cleaning supplies and equipment.

Occupancy

STAFF WORKROOM WORKSTATIONS: 1

Relationships

The Custodial Workroom should be adjacent to the Loading Dock and in the proximity of the General Library Storage Room and the Circulation Workroom.

ADJACENT:

Loading Dock

CLOSE:

Staff Rest Rooms

PROXIMITY:

Circulation Workroom
General Library Storage Room
Staff Lounge

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

No windows required.

Finishes

Minimally finished non-public area with durable water repellant surfaces.

CEILING:

Exposed structure or acoustical tile

WALLS:

Latex paint over sealed concrete; Cement block or water resistant dry wall

FLOOR:

Sealed concrete, or vinyl tile or sheet vinyl, with a floor drain

Access

Custodial Workrooms must be accessible from a 36" aisle. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of operating force can be required to operate the faucets.

If use of the sink is essential to an employee's job, (e.g., cleaning tasks), then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Signage will meet requirements as outlined in the Signage Space Detail.



Acoustics

This will tend to be a very noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Ventilation is crucial to limit interior pollution. The Custodial Workroom should have negative ventilation to contain chemical fumes from spreading into the building, or, separate exhaust system to keep fumes from entering the building's return air duct system.

Illumination

Interior lighting provided by industrial strength, non-glare fixtures which deliver a minimum of 30 to 40 foot candles at counter level, and task lighting which delivers up to 50 foot candles at the work surface. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the custodian's workstation position mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Custodial Workroom- Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Carpet Cleaning Machine	1	5	5
Cleaning Cart	1	15	15
First Aid Kit	1	0	0
Hand Truck	1	4	4
Key Cabinet	1	0	0
Mop Bucket	1	4	4
Paper Towel Dispenser	1	0	0
Shelving, Industrial	4	15	60
Sink	1	18	18
Sink, Mop	1	6	6
Storage Cabinet, Hazardous Materials	1	20	20
Tool Box	1	0	0
Vacuum Cleaner, Dry Upright	1	8	8
Waste Basket	1	4	4



Functional Activity

This area provides space for general library storage. It will house furniture and equipment which is waiting to be repaired or to be placed into service, bulk paper and supplies shipments, seasonal displays and holiday decorations. Optional storage cages may also provide additional space for stacking boxes, and furniture and equipment in transition, and can segregate the storage by individual library departments. This room should have a set of double doors (or an extra-wide single door), for bringing bulky items in and out of the room.

Relationships

This area should be close to the Loading Dock. It should be easily accessible to the Circulation Workroom and Circulation Desk.

CLOSE:

Loading Dock
Staff Entrance & Lobby

PROXIMITY:

Circulation Desk
Circulation Workroom

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

No windows required.

Finishes

Minimal finishes as this is not a public area and will only be used by staff.

CEILING:

Exposed structure or acoustical tile

WALLS:

Concrete; Glazed and textured CMU; or Dry wall

FLOOR:

Sealed concrete; Vinyl tile; Carpet

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This area will be noisy when equipment is being loaded and unloaded, but usually is very quiet. The sound generated in this area must be dampened and not permitted to disturb any nearby areas. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

This space will generally be a low temperature and humidity space.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications



One wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Storage Room," "Supply Room" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Box, Cardboard	20	4	80
Shelving, Industrial	6	15	90
Storage Cabinet	1	18	18
Supply Cabinet	1	18	18
Waste Basket	1	4	4



Functional Activity

The Loading Dock is where the library will receive shipments of furniture and equipment, books and supplies, mail, and other materials from commercial vehicles. This area will essentially be outside of the library, but it should have a roof or overhang so that loading and unloading can be done during inclement weather. Doors and corridors should be large enough to accommodate bulky equipment and furniture.

Relationships

The Loading Dock must be adjacent to the Custodial Workroom and it should be close to the General Library Storage Room.

ADJACENT:

Custodial Workroom

CLOSE:

General Library Storage Room
Staff Entrance & Lobby

PROXIMITY:

Circulation Workroom

AWAY:

Public Service Areas

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Finishes

CEILING:

Exposed structure

WALLS:

Painted concrete or glazed and textured CMU with corner guards

FLOOR:

Sealed concrete

Access

The Loading Dock must be accessible from a 36" aisle. A 36" wide door (or wider) with a minimum 32" clearance is required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will tend to be a very noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Since the loading dock doors will be opening frequently, the portion of this space which is inside (if any) will need a quick recovery heating and/or cooling unit in order to maintain the temperature at the desired level. Do not locate any air intake vents near this area because of vehicle exhaust fumes.

Illumination

The exterior will need to be well-lit to assist in theft/vandalism prevention. Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level.

Telecommunications

One wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located inside near the loading dock door.

Security



Doors and pull-down door will need to be alarmed and should be as vandal-proof as possible

Signage

Required signage includes a permanent identification sign ("Loading Dock" or "Staff Only") wall-mounted on the latch side of the door to the inside at 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement may include an exterior sign "No Parking -- Service and Delivery Vehicles Only."

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.



Functional Activity

This room is for the placement of the mechanical equipment which operate the library's HVAC system. This room should have a set of double doors, or an extra-wide single door, for bringing bulky items in and out of the room.

Relationships

This room has no adjacency requirements.

Flexibility

It is not anticipated that this area would change purpose or require expansion unless an addition was built on to the building, and then additional Mechanical Equipment Rooms would be needed.

Fenestration

No windows required.

Finishes

Minimal finishes for a non-public area.

CEILING:

Exposed structure or acoustical tile

WALLS:

Latex paint over sealed concrete or concrete block

FLOOR:

Sealed or painted concrete with drain

Access

The Mechanical Equipment Room must be accessible from a 36" aisle. A 36" wide door with a minimum 32" clearance is required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

The sound of mechanical equipment must be dampened so that the noise generated from this room does not disturb staff or public areas of the library. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Ventilation is crucial to limit interior pollution.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access unless it is located within a secured staff area.

Signage

Required signage includes a permanent room identification sign ("Mechanical Room" or "Staff Only") wall-mounted on the latch side of the door at least 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.



Functional Activity

This is a separate staff only entrance to the library which is convenient to staff parking.

Relationships

The Staff Entrance must be close to the Staff Lounge, Circulation Workroom, the General Library Storage Room, and staff parking. The positioning of the Staff Entrance relative to exterior spaces such as staff parking and pedestrian access is critical.

CLOSE:

- Circulation Workroom
- General Library Storage Room
- Staff Lounge
- Staff Parking
- Staff Rest Rooms

Flexibility

There will always need to be a separate staff entrance. It is not anticipated that this area would expand or change purpose.

Fenestration

There should be a small view window in the door so that staff can look outside prior to leaving.

Finishes

Utilitarian, clean, and bright.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss); White board; Tackable surface

FLOOR:

Vinyl tile or carpet tile; Foot cleaning mat

Access

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This area can become somewhat noisy on occasion with staff talking with one another. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° when heating and 72° to 78° when cooling for energy savings.

Illumination

For security, high intensity exterior lighting is required to protect departing staff after library closing. There should be a bright and clear path to the staff parking area. Lighting should be on a timer.

Telecommunications

Provide one wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

Security



This is a staff only entrance controlled by a mechanical lock and key, electronic keypad, or magnetic card reader. This entrance should be inaccessible to the public inside the building and well lighted for the safety of staff leaving the building at night. A buzzer, doorbell or intercom speaker is desirable if this is also a service delivery entrance. There should be a small view window in the entrance door.

Signage

Required signage includes a permanent identification sign ("Staff Entrance" or "Staff Only") wall-mounted on the latch side of the door to the inside at 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement may include an exterior sign "No Parking -- Library Staff Only."

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Bulletin Board	1	0	0
Coat & Hat Rack	1	0	0
White Board	1	0	0



Functional Activity

This space will provide rest rooms exclusively for the library staff with an appropriate number of fixtures based upon the size of the staff and the local code requirements. There should be separate rest rooms for men and women.

Relationships

The Staff Rest Rooms should be adjacent to the Staff Lounge but should not open into the Lounge. These Rest Rooms should not be accessible to the public. They should be close to the Staff Entrance and in the proximity of the staff work areas and the Custodial Workroom.

ADJACENT:

Staff Lounge

CLOSE:

Staff Entrance

PROXIMITY:

Circulation Workroom
Custodial Workroom

Flexibility

This space requires minimal or no flexibility unless accessibility requirements change.

Fenestration

No windows required.

Finishes

Finishes must be durable, non-slip and low maintenance.

CEILING:

Water resistant gypsum board with chemical resistant latex paint

WALLS:

Glazed ceramic tile or partial tile and water resistant wall board

FLOOR:

Unglazed ceramic tile with dark grout; Floor drain

FIXTURES:

Sinks: Self-activated
Commodore: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided for staff. If separate staff rest rooms are provided for each gender, then separate and accessible facilities must also be provided for staff of each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.



The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Warm lighting with bright lighting for mirrors. Consider occupancy sensors or motion detectors for energy savings.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access unless it is located within a secured staff area.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Staff", "Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Commode	3	0	0
Hand Dryer	2	0	0
Mirror	1	0	0
Mirror, With Shelf	2	0	0
Paper Towel Dispenser	2	0	0
Sink And Counter	2	0	0
Soap Dispenser	2	0	0
Stall	3	0	0
Urinal	1	0	0



Functional Activity

This room is for the staff to relax and prepare meals in during breaks, lunch, and dinner. This area should be comfortable, quiet and relaxing.

Relationships

The Staff Lounge should be adjacent to the Staff Rest Rooms which should not open directly into the lounge. The Staff Lounge should be close to the Staff Entrance, and in proximity to the Custodial Workroom and Circulation Workroom.

ADJACENT:

Staff Rest Rooms

CLOSE:

Staff Entrance & Lobby

PROXIMITY:

Circulation Workroom
Custodial Workroom

Flexibility

It is not anticipated that this area would expand or change purpose.

Fenestration

Exterior windows are required, and a pleasant view highly desirable. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

In keeping with the room's purpose, finishes should be soothing and informal. This area will not have the heavy use of the public areas.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or carpet cove base;
Tackable surface

FLOOR:

Anti-static carpet tile or anti-static carpet with enhanced backing
(No carpet pad permitted); Vinyl tile in front of the kitchen unit

Access

The Staff Lounge will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

It is recommended, but not required, that a minimum of 30" of counter next to the sink be no higher than 34" and that the sink area should be no higher than 34" above the finished floor.



Additionally a clear 19" depth for knee clearance, no sharp objects under the sink, and properly insulated hot water pipes and drains are strongly recommended. It is also recommended that if fixed storage cabinets, drawers, or lockers are provided, that at least one of each type comply.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

The Staff Lounge can become somewhat noisy during break and meal times. Good acoustical control is important in order to keep the noise from carrying into public areas and vice versa. Standard acoustical dampening strategies must be utilized. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cooktop is included in the Staff Lounge. HVAC vents should be located to avoid drafts on occupants.

Illumination

A combination of natural, incandescent, and fluorescent lighting to provide a soft, warm ambient light. Task lighting should be provided to supplement light levels over the tables and with table lamps on the end tables. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

One standard duplex communications outlet (one voice and one data) co-located with associated power distributed on at least three of four available walls coordinated with the furniture layout mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, unless it is located within a secured staff area.

Signage

Required signage includes a permanent room identification sign ("Staff Lounge" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Bulletin Board	2	0	0
Cabinets, Above Counter	4	0	0
Cabinets, Below Counter	4	0	0
Cabinets, Full Height	4	5	20
Chair, Café	12	0	0
Clock	1	0	0
Coffee Maker/Urn	1	0	0
Cot, Sick Bay	1	40	40



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Cutting Board, Kitchen	1	0	0
Garbage Bin, Interior	1	15	15
Locker	5	5	25
Microwave Oven	1	0	0
Paper Cup Dispenser	1	0	0
Paper Towel Dispenser	1	0	0
Refrigerator	1	20	20
Sink	1	18	18
Soap Dispenser	1	0	0
Sofa (2 Seat)	1	55	55
Stove Top, Electric	1	15	15
Table, Café	3	65	195
Table, End	1	12	12
Telephone Handset	1	0	0
Vending Machine	2	20	40



FUNCTIONAL ACTIVITY

The primary function of the Reference Services Division is to provide the public with access to reference books, indexes, the Internet and electronic databases. This area is the research center of the library and houses the reference book collections, a central cluster of On-line Public Access Catalogs (OPACs) and technology workstations with Internet access. The reference staff will assist the public with their information searching in electronic and print formats.

SPATIAL RELATIONSHIPS

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. Frequently, they consult the OPACs first, then the staff at the Reference Desk, and finally the Reference Collection. Patrons should pass by the OPACs before they arrive at the Reference Desk, both of which should be highly visible from the Public Entrance to the Library.

The Non-Fiction Collection must have a strong spatial relationship with the Reference Services Division for the library to function effectively. The Reference Services Division should also be close to the Local History Collection so that reference staff can assist patrons who need to access this collection.

While the Young Adult Services Division should not be too close to the Reference Services division, it should be in the proximity so that young adults can begin to use reference materials. The Periodicals Collection should be in the proximity of Reference Services so that staff can assist patrons who have been searching periodical indexes to locate back issues. The Reference Services Division should be as far away from the Children's Library as possible to avoid disturbance from potential noise in the Children's Library.

CLOSE: Local History Collection
 Non-Fiction Collection

PROXIMITY:
 Circulation Services
 Library Entrance
 Periodicals Collection
 Young Adult Services

AWAY:
 Children's Library

DIVISION SPACE SUMMARY		Sq. Ft.
Copy Center		243
On-line Public Access Catalog (OPAC)		661
Public Information and Reference Desk		424
Reference Collection & Seating		1,028
Study/Tutoring Room A		175
Study/Tutoring Room B		155
TOTAL:		2,686



Functional Activity

The Copy Center will provide a separate room or area where library patrons can copy library materials and materials of their own. Some sound attenuation will be required, particularly if it is an open area and not an enclosed room. This room may require display and storage space for tax forms if they are provided in paper format. The room should provide a work counter for sorting and collating, pasting and laying out projects, and organizing large jobs. The layout of the room must allow access to the sides or rear of the machines for servicing the equipment, refilling paper and toner, and removing paper jams. Space must be provided in the room for recycling bins, change machines, card vending machines, and other equipment as necessary. There must be a logical way for patrons to queue either inside or just outside the room during busy periods.

Relationships

The Reference Services Copy Center should be close to the Reference Collection and Seating Area and to the Reference Desk. It should be highly visible and easily reached from the Reference Desk since staff will be required to provide supervision and assistance.

CLOSE:

Reference Collection & Seating
Reference Desk

PROXIMITY:

Current Magazine & Newspaper Display & Seating
Non-Fiction Collection & Seating

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow for expansion of this space if required in the future.

Fenestration

Windows which allow the staff to supervise this room are essential.

Finishes

The public will utilize this area quite literally hundreds of times each day. The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. It will be the primary destination for many patrons, and requires careful attention to layout, clean appearance, and extremely durable materials.

CEILING:

Acoustical tile

WALLS:

1/2 Glass wall; Paint (Latex semi-gloss recommended); Vinyl, Sisal or
Fabric wall covering with acoustical panels for sound absorption;
Tackable surfaces

FLOOR:

Vinyl Tile; Anti-static carpet tile or heavy weight commercial
anti-static carpet w/ enhanced backing (No carpet pad permitted)

Access

The Copy Center must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This is a very noisy space because of the high use, the copy machines, and conversations between patrons and staff. Adequate sound isolation must be provided through the use of



acoustic ceilings, floors and wall treatment. In addition to acoustical treatment of floors and ceilings, acoustical panels in the walls to help absorb noise should be considered.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover.

Illumination

Standard non-glare lighting at 30 to 40 foot candles. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each copy machine, printer, scanner and FAX location; and one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation positions mounted at 15" above the finished floor.

Security

This area will be supervised by staff at the Reference Desk. Sight lines from the Reference Desk to this area, which should be glass-enclosed, must be unobstructed.

Signage

Required signage includes a permanent room identification sign ("Copy Center") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Additional requirement includes area identification flags with universal symbol wall-mounted (perpendicular) in the major traffic paths.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Cabinets, Above Counter (Lockable)	8	0	0
Cabinets, Below Counter (Lockable)	8	0	0
Change Machine (Bill & Coin)	1	15	15
Clock	1	0	0
Copier, B&W Freestanding	2	50	100
Copier, Color Freestanding	1	50	50
FAX Machine, Desktop Card-Operated	1	0	0
Preparation Counter	1	55	55
Recycling Bin	1	15	15
Vendor Card Encoder/Dispenser	1	0	0
Waste Basket	2	4	8



Functional Activity

Patrons will enter the On-line Public Access Catalog (OPAC) Area from many points in the library, but most frequently from the main entrance of the library. The OPAC cluster is a bank of multimedia computers with access to the library's on-line catalog, databases and indexes, and the Internet. Patrons should not be encouraged to stay here for long periods of time since the OPACs will receive a high volume of use. In order to encourage quick use of these OPACs, some of the stations should be stand-up only. Carrels or counters must be large enough to accommodate printers and personal belongings.

Occupancy

TECHNOLOGY WORKSTATIONS: 8

Relationships

The OPAC cluster must be adjacent to the Reference Desk, so that the reference staff can assist patrons using the OPACs and patrons can easily reach reference librarians when they have questions. The OPAC cluster should be close to the Non-Fiction and Reference Collections since many patrons will proceed from an OPAC to the stacks after finding a citation in the catalog.

ADJACENT:

Reference Desk

CLOSE:

Non-Fiction Collection & Seating
Reference Collection & Seating

PROXIMITY:

Public Entrance & Lobby

Flexibility

The space should be designed with no walls or fixed equipment. It is very likely that this area will need to be expanded in the future, and more OPAC stations placed in the space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable due to potential glare. Computer screens and workstations should be placed at right angles to any windows, and roller shades or other light control devices may be required.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and low maintenance since they will receive very heavy traffic. Wall finishes should be mark resistant, attractive durable, and easily cleaned.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

Anti-static carpet tile

Access

The OPAC Area will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Unless equivalent public terminals are readily accessible, a minimum of 5%, but no less than one, OPAC station will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space



adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This will be a relatively noisy area since many people will be walking by and others will be talking with one another and the librarians while using the OPACs. Standard acoustical dampening strategies must be utilized to minimize the noise in this area.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in OPAC Area.

Illumination

Minimum of 30 to 40 foot candles of non-glare light on the counter tops or workstations.

Telecommunications

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the OPAC and printer locations with additional outlets provided for future growth.

Security

This area will be supervised by staff at the Reference Desk. Sight lines from the Reference Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted major area identification sign which can be seen from the Library's Entrance or Lobby. This directional sign ("Library Catalog") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

The signage for all of the nearby collections in the library should be visible to patrons from the OPAC Area. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Printing Available at Reference Stations"), and donor recognition plaques.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Technology Workstation Task	20	0	0
Computer, OPAC Desktop	20	0	0
Printer, Laser (B&W)	2	0	0
Technology Carrel	8	30	240



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Technology Carrel, Adjustable (Manual) Height	1	45	45
Technology Counter	12	30	360
Waste Basket	4	4	16



Functional Activity

The function of this space is to house the library's reference books and provide seating for patrons who wish to use these collections or the library's Internet workstations. Reference books include dictionaries, directories, encyclopedias, almanacs, government documents and other research oriented material. While much of this collection is still in paper format, portions of the reference print collection are expected to be converted to electronic format over time; therefore, some of the bookstack area may be replaced with Internet workstations in the future.

Occupancy

READER SEATS: 12

TECHNOLOGY WORKSTATIONS: 8

Relationships

The Reference Collection and Seating Area must be adjacent to the Reference Desk and close to the OPACs and the Copy Center. While the Reference Collection is an extension of the Non-Fiction Collection, there should be a clear distinction between the two collections to avoid confusion to library patrons.

ADJACENT:

Reference Desk

CLOSE:

Copy Center (Reference Services)
On-line Public Access Catalog (OPAC)
Reference Workroom

PROXIMITY:

Non-Fiction Collection & Seating

AWAY:

Children's Entrance

Flexibility

It is not likely that this area will need to expand, but some space may need to be converted to accommodate more electronic workstations in the future. To that end, flexibility should be a goal, and a potential conversion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

Access

The Reference Collection and Seating Area must be accessible by means of a 36" minimum



aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This should be a relatively quiet area since many people will be here to do serious research and study. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or undisturbed research.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network



connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Reference Collection will be supervised by staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera. If inventory control gates are included, they may be located here at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Reference Desk.

Signage

Required signage includes major area directional and identification signs which can be seen from the Lobby, Circulation Desk, OPAC Area, and Reference Desk. This directional sign ("Reference Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Business Reference," "Careers," and "Indexes." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please do not reshelv library materials"), and donor recognition plaques.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	3	18	54
250 Reference (Encyclopedias, Directories, Etc.)			
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	10	18	180
2000 Reference			
Atlas Case	1	25	25
Chair, Reader's	12	0	0
Chair, Technology Workstation	8	0	0
Computer, Public Desktop	8	0	0
Dictionary Stand	1	10	10
File Cabinet, Lateral (Four Drawer)	2	20	40



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Map Case	1	35	35
Printer, Laser (B&W)	2	0	0
Stool, Kick-Step	6	0	0
Table, Reader's	3	100	300
Technology Carrel	6	45	270
Technology Carrel, Adjustable (Manual) Height	2	45	90
Waste Basket	6	4	24



Functional Activity

This is the public service desk for the Reference Collection and Seating Area. It should be unimposing to encourage contact between the library's staff and patrons. Seating will be provided on the customer side of the desk to allow patrons to sit. Staff will frequently be out on the floor working with patrons at the technology workstations, in the Reference Collection, and in the Non-Fiction Collection. There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 2

Relationships

The Reference Desk is the hub of the Reference Services Division and should be a predominant, easily identifiable feature. It must be adjacent to the OPACs and the Reference Collection for supervision and to assist patrons. It must be close to the Reference Workroom for easy access by staff. The Desk should also be close to the Computer Lab/Training Room, the Non-Fiction Collection, the Local History Collection, the Copy Center and the Study/Tutoring Rooms.

ADJACENT:

On-line Public Access Catalog (OPAC)
Reference Collection & Seating
Reference Workroom

CLOSE:

Computer Lab/Training Room
Copy Center (Reference Services)
Local History Collection & Seating
Non-Fiction Collection & Seating
Study/Tutoring Rooms (Reference Services)

PROXIMITY:

Current Magazine & Newspaper Display & Seating
Fiction Collection & Seating
Public Entrance & Lobby
Young Adult Collection & Seating

AWAY:

Children's Library

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise. This would include, for example, installation of floor covering under any service desk, built-in cabinetry or casework.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The finishes in this area present a special problem because they will receive a great deal of wear and tear. The floor should be a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.



CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

Anti-static carpet tile

Access

The Reference Desk will be accessible by means of a 36" minimum aisle. It will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance on the patron side of the reference counter.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area requires a moderate to high level of acoustical isolation to keep conversations between patrons and staff from spreading throughout the Reference Collection and to other parts of the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on the staff workstations.

Illumination

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Reference Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The Reference Desk is the central surveillance point for the Reference, Non-Fiction and Periodicals Collections as well as potentially for the Local History and Fiction Collections. As much of these areas as possible should be visible to the staff at this desk. The staff should be able to control entry into the study rooms and the Local History Room electronically from this location or distribute keys or card keys if required.

Signage

Required signage includes a well-lighted area identification sign which can be seen from the Lobby, Circulation Desk, and OPAC Area. This directional sign ("Reference Desk") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Help Available at the Circulation Desk."



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	1	12	12
50 Children's Ready Reference			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	5	12	60
250 Ready Reference			
Chair, Task	3	0	0
Computer, Staff Desktop	3	0	0
FAX Machine, Desktop	1	0	0
File Cabinet, Lateral (Two Drawer)	2	20	40
Printer, Ink-Jet (Color)	1	0	0
Printer, Laser (B&W)	1	0	0
Queuing Space (Per Person)	10	6	60
Telephone Handset	3	0	0
Waste Basket	3	4	12
Workstation, Reference Desk	3	80	240



Functional Activity

This space will serve as a quiet study room. It may also serve as a small group meeting room, a literacy tutoring space, a staff conference or project room, a small multimedia viewing room, or a workroom for library patrons to work on collaborative projects.

The Study/Tutoring Room should be located in a public area where it is highly visible to staff at a nearby service desk or workroom. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

READER SEATS: 10
TECHNOLOGY WORKSTATIONS: 2
MEETING ROOM SEATS: 0

Relationships

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Reference Workroom.

CLOSE:

Reference Collection & Seating
Reference Desk
Reference Workroom

Flexibility

This area will not be expanded although additional study rooms might be added. It is possible that the rooms may not serve their intended purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Study/Tutoring Room must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above



the finished floor. Thresholds cannot exceed ½" in height.

Unless other equivalent study space is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the study room.

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Audio - Visual

The Study/Tutoring Room will support the use of portable audiovisual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. A projection screen or unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security

The Study/Tutoring Room must be readily supervised by staff at the Reference Desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the



desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Signage

Required signage includes a permanent room identification sign ("Study Room" or "Quiet Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Chair, Group Study	6	0	0
Table, Group Study	1	175	175
White Board	1	0	0



Functional Activity

This space will serve as a quiet study room. It may also serve as a small group meeting room, a literacy tutoring space, a staff conference or project room, a small multimedia viewing room, or a workroom for library patrons to work on collaborative projects.

The Study/Tutoring Room should be located in a public area where it is highly visible to staff at a nearby service desk or in a workroom. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

READER SEATS: 8
TECHNOLOGY WORKSTATIONS: 2
MEETING ROOM SEATS: 0

Relationships

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk and/or Reference Workroom.

CLOSE:

Reference Collection & Seating
Reference Desk
Reference Workroom

Flexibility

This area will not be expanded although additional study rooms might be added. It is possible that the rooms may not serve their intended purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Study/Tutoring Room must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above



the finished floor. Thresholds cannot exceed ½" in height.

Unless other equivalent study space is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Audio - Visual

The Study/Tutoring Room will support the use of portable audiovisual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. A projection screen or unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security

The Study/Tutoring Room must be readily supervised by staff at the Reference Desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the



desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Signage

Required signage includes a permanent room identification sign ("Study Room" or "Quiet Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Chair, Group Study	4	0	0
Table, Group Study	1	155	155
White Board	1	0	0



FUNCTIONAL ACTIVITY

The primary function of the Library Entrance Division is to provide a formal entrance and lobby for the library building and access to ancillary services such as the Friends' Bookstore, the Public Meeting Rooms and the main Public Rest Rooms for the facility. The lobby will provide space for library patrons to enter and exit the library, and will also provide space for receptions outside of the Meeting Room.

SPATIAL RELATIONSHIPS

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library or the Public Meeting Rooms. It should be conveniently located to allow access to both. The Library Entrance Division must be able to be locked off and separated from the library so that the meeting rooms and ancillary services can be open when the library is closed.

ADJACENT:

Circulation Services
Public Meeting Rooms

CLOSE:

Audio-Visual Library
Browsing
Children's Library

PROXIMITY:

Fiction Collection
Reference Services

AWAY:

General Building Services

DIVISION SPACE SUMMARY		Sq. Ft.
Public Entrance & Lobby		50
Public Rest Rooms		N/A
TOTAL:		50



Functional Activity

This space provides access to the library as well as its ancillary services. The entrance should consist of two pair of automatic or power-assist-option doors for patron convenience, set far enough apart to create a weather vestibule and to allow for universal access. The lobby should be an inviting space that welcomes the public to the library and the meeting rooms. The interesting use of light and space, the introduction of the building's theme, public art, and the spaciousness required for traffic flow should combine to make this area an architectural focal point of the building.

Relationships

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. The Meeting and Conference Rooms, Friends' Bookstore and Coffee Shop, and Public Rest Rooms should all be accessible from the lobby.

ADJACENT:

- Circulation Desk
- Conference Room
- Friends' Bookstore, Café, Coffee Shop & Gift Shop
- Kitchenette
- Meeting Room
- Public Rest Rooms

CLOSE:

- AV Collection & Seating
- Children's Entrance (Interior)
- Copy Center (Circulation Services)
- New Book Display

PROXIMITY:

- Branch Manager's Office
- Fiction Collection & Seating
- On-line Public Access Catalog (OPAC)
- Reference Desk

AWAY:

- Loading Dock And Other General Building Services

Flexibility

This space will probably not need to be expanded in the future, but it should be reasonably flexible since it will also serve as a display area for exhibits. This area will also provide space for occasional large receptions.

Fenestration

Glass is required in the front doors and on side windows to provide for a view to the outside and a view into the library from the outside. Skylights or clerestories for additional natural light are recommended.

Finishes

Since this is the main entrance of the library and the first space that the public will see, it must be visually interesting, visually organized, and businesslike. The floor finishes must be stain resistant, dirt repellant, durable, non-slip, and low maintenance. The floor material should be slip-resistant but relatively smooth since a highly textured floor, such as slate, will make mobility aids, such as walkers, and book and mail delivery carts, extremely difficult and noisy to push across the floor. Wall finishes should be mark resistant, highly durable and easy to clean.

CEILING:

- Plaster or acoustical tile

WALLS:

- Highly durable and flame retardant; Paint (Latex semi-gloss recommended);



Sisal or vinyl wall covering; Marble or granite wainscoting; Etched, silk-screened, or fritted glass to library or exterior; Hanging track; Tackable surfaces

FLOOR:

Terrazzo tile, unfinished quarry tile with non-slip matte finish or equal; Walk-off mats; Grating system

Access

The Public Entrance and Lobby will be accessible by means of a 36" minimum aisle and at least one 36" wide door, which has a minimum clearance of 32". Revolving doors cannot be the only entrance to the facility. If turnstiles are used, then a readily apparent accessible door must be provided adjacent to the turnstile. Doors in a series (to provide a weather lock) require a clear separation of no less than 48". Exterior doors can require no more than 8 ½ pounds of pressure to operate. Automatic or power-assist option doors are recommended for the primary entrance.

Doormats must be securely attached and have a pile of no more than ½". Exposed edges of doormats must be fastened to the floor surface.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Pay telephones must comply with forward (maximum of 48" above finished floor) and side reach (maximum of 54" above finished floor) requirements and at least one (and at least one-half of the total number) must be an accessible telephone. If four or more phones are available for public use, either inside or outside of the facility, and at least one is inside the facility, then at least one must provide text display capability. If telephone books are made available to the public, then they must also comply with forward and side reach requirements. If telephones are located in sound enclosures then they must have a minimum 30" clearance at the entrance.

Signage will meet requirements as outlined in the Signage Space Detail and include identification of the location of accessible entrances with universal symbols and accessible public telephones with universal symbols.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, it should be acoustically buffered from the library. This space should act like a sound vestibule between the main entrance and the library proper.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Air or weather lock, and/or double set of doors, may be required to maintain temperature and keep drafts from staff located near the Public Entrance.

Illumination

General lighting at 15 to 20 foot candles, with specialized accent lighting at 50 foot candles at the entrance and in the lobby at any directories or display walls. Light should be provided within in-wall glass display cases.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the self-checkout locations and information kiosks with additional outlets for future growth; and one single voice outlet (one voice) for each pay telephone location.

Security

The lobby should be able to be secured not only from the outside of the building, but also from the library itself to allow for the use of the Public Meeting Rooms complex when the



library is closed. Much of the lobby should be visible to the staff at the Circulation Desk. The fire alarm annunciation display panel should be located in this space immediately visible upon entering the building. The entry detection and alarm system main locator panel should also be located in this space. If inventory control gates are included, they may be located here, at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Circulation Desk.

Signage

Required signage includes changeable information signs including hours of operation and restriction signs (e.g., "No Smoking"). It should include a pictogram flag sign, perpendicular to the wall, for any elevators or rest rooms adjacent to the Lobby. Other signage will include fire and life safety lighted emergency exit signs, emergency evacuation maps, floor directories and weekly calendar of events board(s). The lobby may also include signs acknowledging public officials and donor recognition plaques.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Bulletin Board	1	0	0
Case, In-Wall Display	1	0	0
Directory	1	0	0
Donor Recognition Wall	1	0	0
Drinking Fountain	2	0	0
Kiosk, Electronic	1	50	50
People Counter, Electronic Eye	1	0	0
Plaque, Dedication	1	0	0
Rack, Literature Display Handout	1	0	0
Sign, Announcement	1	0	0



Functional Activity

This will be the main bank of Public Rest Rooms located just off the lobby for library patrons and people attending programs in the meeting rooms.

Relationships

The Public Rest Rooms must be just off the Lobby and close to the Meeting Rooms Complex. The entrance to the rest rooms should be easy to find and convenient to the meeting rooms. The entrance to the rest rooms should be visible from the Circulation Desk if possible. The rest rooms should also be close to the Friends' Bookstore and Coffee Shop.

ADJACENT:

Circulation Desk (Sight Lines)
Public Entrance & Lobby

CLOSE:

Conference Room
Friends' Bookstore, Café, Coffee Shop & Gift Shop
Meeting Room
Circulation Desk
Custodial Sink & Supply Closet

Flexibility

Rather than expand the existing rest rooms, additional rest rooms would be added as necessary. This space requires minimal or no flexibility unless ADA accommodation requirements change.

Fenestration

No windows.

Finishes

This area must be as resistant to vandalism as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark resistant and easy to clean.

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed ceramic tile with dark grout

FLOOR:

Unglazed ceramic tile with dark grout; Floor drains

STALLS:

Wall mounted high-density solid plastic or stainless steel

FIXTURES:

Sinks: Self-activated
Commodos: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided. If separate public rest rooms are provided for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can



require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

In a multiple accommodation toilet room, at least one accessible compartment will be provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the rest rooms the appearance of being clean and safe. Motion detectors or occupancy sensors should be considered for energy savings.

Security

The staff at the Circulation Desk will supervise the Public Rest Rooms and should be able to see the entrance to the rest rooms. Staff at the Circulation Desk will control access to the rest rooms via a remote electronic switch at the desk. All rest rooms will be lockable, so they can be locked at night by staff before closing the building; however, anyone inadvertently locked inside should be able to exit the rest room.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle 1/4" thick with edges 12" long pointing upward), Women's (12" diameter circle 1/4" thick), or Unisex facilities (12" diameter circle with 1/4" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Commode	7	0	0
Diaper Changing Counter	2	0	0
Hand Dryer	2	0	0
Mirror, With Shelf	2	0	0
Paper Towel Dispenser	2	0	0
Sink And Counter	4	0	0
Soap Dispenser	4	0	0
Stall	7	0	0
Urinal	2	0	0



FUNCTIONAL ACTIVITY

The primary function of the Audio-Visual Library is to provide library patrons with access to a variety of audio-visual collections such as audio books, audio cassettes, video cassettes, audio compact discs, audio book compact discs, CD-ROMs, DVDs and other emerging AV formats.

Adult and young adult library patrons will enter the AV Library and browse attractively displayed media shelving units. They will often select some form of media and be guided by the staff to technology workstations where that media can be viewed or listened to on the appropriate equipment. AV materials for children are located in the Children's Library.

SPATIAL RELATIONSHIPS

Many patrons will enter the Audio-Visual Library from either the Browsing Area or from the main entrance of the library after passing by the Circulation Desk. The AV Library should be very close to the Young Adult Area since young adults are often attracted to AV materials. The AV Library should be relatively close to the Children's Library so that parents can browse here while supervising their children in the Children's Library.

ADJACENT:

Browsing

CLOSE:

Children's Library

Circulation Services

Library Entrance

Young Adult Services

DIVISION SPACE SUMMARY		Sq. Ft.
AV Collection & Seating		818
TOTAL:		818



Functional Activity

Adult and young adult library patrons will come into this area in search of AV materials to preview in the library or to checkout for home use. Patrons will be able to check the OPACs located in this area if they are unable to find what they are looking for by browsing through the AV Collection.

A portion of the AV materials will be displayed face-out and marketed as part of the library's popular library role. Library patrons will be able to preview selected media at technology workstations in this area.

Occupancy

READER SEATS: 0

TECHNOLOGY WORKSTATIONS: 10

Relationships

This space should be just off the main traffic path from the Library Entrance and Circulation Desk into the library. The AV Collection Area should be visible from the Children's Room and very close to the New Book Display Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

New Book Display

CLOSE:

Children's Entrance (Interior)
Circulation Desk
Public Entrance & Lobby
Young Adult Collection & Seating

AWAY:

Non-Fiction Collection & Seating
Reference Collection & Seating

Flexibility

This area may need to be expanded in the future as the collections grow. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable in this space and east and west facing windows must be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

Access



The AV Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This space will be noisy because of its heavy use and its proximity to the Circulation Desk, Public Entrance and Lobby, and the New Book Display Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep noise generated in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in audio-visual areas.

Illumination

Provide 30 foot candles vertically at 30" above the floor in AV display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. While it is important to highlight the AV materials on the display shelving, the lighting must not create glare on the materials. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) for every audio-visual enabled carrel. Outlets can be wall-mounted at 6" above the work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.



Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. If there is additional audio-visual equipment, additional power receptacles will be required.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by the staff at the Circulation Desk. Sight lines from the Circulation Desk to the AV Collection Area should not be obstructed.

Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, OPAC Area, and Circulation Desk. This directional sign ("AV Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("AV Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Videos," "Cassettes," "CDs," "DVDs," and "Audio Books". A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Videos Circulate for One Week"), and donor recognition plaques.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	8	12	96
1155 Audio Book Cassette			
Audio Cassette "Spinner" W/ 4 Rotor Towers	1	70	70
420 Audio Cassette			
CD/Cassette Tape Player	2	0	0
Chair, Technology Workstation	4	0	0
Compact Disc, CD-ROM & DVD Display Browser	3	24	72
1050 Audio Compact Disc (CD)			
Compact Disc, CD-ROM & DVD Display Browser	1	24	24
120 CD-ROM			
Compact Disc, CD-ROM & DVD Display Browser	2	24	48
600 DVD			
Compact Disc, CD-ROM & DVD Display Browser	1	24	24
375 Audio Book CD (CD ROM)			
Computer, Public Desktop	4	0	0



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
DVD Player	1	0	0
Headphone, AV	7	0	0
Printer, Ink-Jet (B&W)	2	0	0
Technology Carrel	4	40	160
Technology Counter	4	30	120
TV Monitor, 20"	4	0	0
Video Cassette DF 66" Shelving Unit W/10 Divider Shelves	10	20	200
2775 Video Cassette			
Video Cassette Player/Recorder	2	0	0
Waste Basket	1	4	4



FUNCTIONAL ACTIVITY

The primary function of the Browsing Division is for the display of new books, topical displays, and other portions of the popular library as appropriate. The New Book Display Area will provide an attractive display of recent library acquisitions in a comfortable setting.

SPATIAL RELATIONSHIPS

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the library, drop their child off in the Children's Library, and then return to the Browsing Area to select a book for themselves. The Children's Library should be visible from and close to the Browsing Area so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse in the New Book Display Area, go on to the Fiction Collection to select additional books, and return to the Circulation Desk before leaving the library. For this reason, it is advantageous to have the New Book Display Area close to the Fiction Collection.

ADJACENT:

Audio-Visual Library

CLOSE:

Children's Library
Circulation Services
Library Entrance
Fiction Collection

PROXIMITY:

Spanish Language Collection

DIVISION SPACE SUMMARY		Sq. Ft.
New Book Display		115
TOTAL:		115



Functional Activity

This area houses new library books, some of which will be displayed face-out to increase their visibility and appeal to patrons. Many patrons will enter this area and browse while standing, but occasionally they will want to sit for brief periods to examine a book more closely. Finding a book on a subject that interests them may also prompt them to check the library's catalog for other books on the subject, therefore it is important to have OPACs located within this space for reference. Overall, this area should have the appearance and feel of a retail space and the shelving which houses the books should be attractive display units.

Occupancy

READER SEATS: 4

TECHNOLOGY WORKSTATIONS: 2

Relationships

The New Book Display Area should be highly visible, and just off the main traffic path in the library. It should be visible from the Children's Library and very close to the AV Collection and Seating Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

AV Collection & Seating

CLOSE:

Children's Entrance (Interior)

Circulation Desk

Public Entrance & Lobby

PROXIMITY:

Fiction Collection & Seating

AWAY:

Non-Fiction Collection & Seating

Reference Collection & Seating

Flexibility

This area may need to be expanded in the future, but it would not be a large increase in space. Flexibility should be a goal.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or

Fabric wall covering; Corner guards for columns and walls; Hanging track;

Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

Access



The New Book Display Area will be accessible by means of a 36" aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area will be fairly noisy because of its heavy use and its proximity to the Circulation Desk and AV Collection and Seating Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep the noise in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for reading or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in browsing areas.

Illumination

Provide 30 foot candles vertically at 30" above the floor in book display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. The use of accent lighting is encouraged to help draw patrons to this area. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the OPAC locations.

Provide one single data drop (jack) for every network enabled carrel or reader seat. Outlets can be wall-mounted at 6" above the carrel work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Security

This area will be supervised by the staff at the Circulation Desk. Sight lines from the Circulation Desk to the New Book Display Area should not be obstructed.

Signage



Required signage includes major area directional and identification sign which can be seen from the Public Entrance, OPAC Area, and Circulation Desk. This directional sign ("New Books" or "Browsing Area") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("New Books" or "Browsing Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "New Books Circulate for One Week"), and donor recognition plaques.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
42" Aisle SF 58"H Bookstore Display Shelving	4	23	92
50 New Books (Face Out)			
42" Aisle SF 82"H Bookstore Display Shelving	1	23	23
125 New Books			



FUNCTIONAL ACTIVITY

The primary function of the Non-Fiction Collection Division is to house the library's Non-Fiction Collection which is central to the library's role as a reference and resource library for the community. Library patrons usually need more assistance finding books in the Non-Fiction Collection than they do in the Fiction Collection so professional staff must be close at hand to provide assistance.

SPATIAL RELATIONSHIPS

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services division. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Reference Services Division before heading for the Non-Fiction Collection.

One of the more common scenarios is for a library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

CLOSE:

Reference Services

PROXIMITY:

Fiction Collection

AWAY:

Children's Library

DIVISION SPACE SUMMARY		Sq. Ft.
Non-Fiction Collection & Seating		2,724
TOTAL:		2,724



Functional Activity

After locating books in the non-fiction bookstacks, library patrons may sit down at tables, carrels or in lounge chairs to study the books. To permit a high degree of concentration, it is best if the seating areas are quiet and removed, although they must be easily accessible to the Non-Fiction Collection. Seating should be dispersed throughout the Non-Fiction Collection, not together in one large reading room.

While in the non-fiction bookstacks, patrons may wish to consult the library's catalog several times without having to walk back to the OPAC cluster in Reference Services so it is important to have strategically located OPACs in the Non-Fiction Collection and Seating Area. These OPACs should be highly visible to patrons entering the area and they should be relatively close to patrons seated at tables and carrels.

Occupancy

READER SEATS: 46

TECHNOLOGY WORKSTATIONS: 6

MEETING ROOM SEATS: 0

Relationships

The Non-Fiction Collection and Seating Area should be close to the Reference Desk. The area should be easily accessible and in the proximity of the Copy Center, the Reference Collection, and the Fiction Collection and Seating Area. It should be located away from the noise of the Children's Library.

CLOSE:

Reference Desk

PROXIMITY:

Copy Center (Reference Services)
Fiction Collection & Seating
Reference Collection & Seating

AWAY:

Children's Entrance

Flexibility

This area will need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains



Access

The Non-Fiction Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the



fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Non-Fiction Collection will be supervised by staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes major area directional and identification signs which can be seen from the lobby, Circulation Desk, OPAC Area, and Reference Area. These directional signs ("Non-Fiction Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Non-Fiction Collection") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Biography," "History," and "Art and Architecture." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only – Alarm will Sound"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	103	18	1,854
34340 Non-Fiction			
Carrel, Reader's Wood	6	35	210
Chair, Reader's	20	0	0
Chair, Technology Workstation	6	0	0



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Computer, OPAC Desktop	4	0	0
Stool, Kick-Step	4	0	0
Table, Reader's	5	100	500
Technology Carrel	2	40	80
Technology Counter	4	20	80



FUNCTIONAL ACTIVITY

The primary function of this division is to provide public access to periodicals (magazines, newspapers and other publications of a serial nature). The library's current magazines and newspapers will typically be housed on hinged slanted display shelving with back issues stored on a flat shelf underneath.

Space to house back issues is being dramatically impacted by advances in electronic access technologies. Historically, back issues were paper copies of older magazines and newspapers that were sometimes bound in hard covers. In the recent past, libraries began archiving back issues on microfilm to save space and binding costs. More recent advances are making full-text of the back issues available on CD-ROM or directly on-line. In general, technological advances have added, rather than replaced, formats since few institutions can afford to replace microfilm, and few discard the print copies which frequently have superior illustrations.

SPATIAL RELATIONSHIPS

In some libraries, the Periodicals Collection Area is near the front of the library close to the new books or part of the Browsing Area. The Current Magazine and Newspaper Area can be located anywhere in the adult library as long as the public can find it easily and the space is relatively quiet. Access to the Circulation Services Division and to a Copy Center is required.

PROXIMITY:

Circulation Services
Reference Services
Copy Center

DIVISION SPACE SUMMARY		Sq. Ft.
Current Magazine & Newspaper Display & Seating		592
TOTAL:		592



Functional Activity

Library patrons will browse and read current magazines and newspapers in this space which is sometimes referred to as the library's "living room." The space should be comfortable and inviting for relatively long stays. Current magazines and newspapers will be displayed face out on sloped shelves.

Occupancy

READER SEATS: 16
TECHNOLOGY WORKSTATIONS: 1
MEETING ROOM SEATS: 0

Relationships

The location of the Current Magazine and Newspaper Display Area is flexible. While some staff and patrons prefer it near the high use browsing collections, others prefer it to be more removed from the heavy traffic near the Library Entrance. This space, the "living room" of the library, should be a relaxing environment where patrons can read magazines and newspapers at their leisure. Wherever it is located, it will be advantageous if the staff at the Circulation Desk or Reference Desk can provide supervision and assistance as needed.

PROXIMITY:

Copy Center (Reference Services)
Reference Desk, or

Circulation Desk
Copy Center (Circulation Services)

Flexibility

This area may need to be expanded, reduced or converted to PC usage. There is a higher probability of change in this area than in many others, so flexibility is an absolute requirement.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

Access

The Current Magazine and Newspaper Display and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.



Current periodicals must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor. Shelving units should be no higher than 66" inches, or three sloped display shelves, high. Range and side aisles in magazine display areas must be a minimum of 44" wide.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area will be moderately noisy. The Periodicals Collection Area is frequently used by both adult patrons looking for quiet space to read and young adults and students in search of school report materials. Both patrons and librarians will be grateful for any reduction in noise provided by acoustical finishes and design. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor on the periodical shelving. Lighting must be evenly distributed from one end of a range to the other and from the top to the bottom of the shelving unit. Provide non-glare and shadowless light for an even distribution of light on magazine covers.

Provide a minimum of 30 to 40 foot candles of ambient light supplemented with floor lamp or table lamp task lighting for a softer lighting quality. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per seat for network enabled tables or carrels. Provide network connectivity to at least one half of the tables and carrels in this area for laptop use. The outlets can be wall-mounted at 15" above the finished floor or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every two data drops provided.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30"



wide x 48" deep clear floor space.

Security

The Periodicals Collection will be supervised by staff at the Circulation Desk or the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby and Circulation Desk. This directional sign ("Current Periodicals" or "Magazine Reading Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Periodicals") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Newspapers," and "Magazines." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "Magazines Do Not Circulate"), and donor recognition plaques.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves 200 Current Magazines	12	22	264
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelves 15 Current Newspapers	2	14	28
Chair, Reader's	12	0	0
Table, Reader's	3	100	300



FUNCTIONAL ACTIVITY

The function of this division is to provide performance, conference and meeting room space that can be used for library programs and by community groups. The Meeting Room will be a large open multi-purpose space with seating, a presenter's location, amplified sound, and projection capability. It should be easily reconfigured for training, tutoring, large children's programs, computer literacy instruction, or performances. The Conference Room will provide space for small group meetings, library programs, staff conferences, continuing education, and literacy tutoring.

SPATIAL RELATIONSHIPS

The major spatial relationship of the Public Meeting Rooms Division is to the Library Entrance Division. Since the area might be open when the rest of the library is closed, access must be provided through the main lobby to the Meeting and Conference Rooms and to the Public Rest Rooms without compromising the library's security.

ADJACENT:

Library Entrance

DIVISION SPACE SUMMARY		Sq. Ft.
Customer Service Conference Room		160
TOTAL:		160



Functional Activity

The Conference Room will provide space for library programming, staff conferences, continuing education, community meetings and literacy tutoring. The room will have AV presentation capabilities and network access.

Occupancy

READER SEATS: 0
TECHNOLOGY WORKSTATIONS: 0
MEETING ROOM SEATS: 10

Relationships

The Conference Room should be adjacent to the Public Entrance and Lobby of the building and readily accessible to the Public Rest Rooms, the Kitchenette and the AV, Chair and Table Storage Room. The Meeting Room should be nearby.

ADJACENT:

Public Entrance & Lobby

CLOSE:

AV, Chair & Table Storage Room
Custodial Sink & Supply Closet
Kitchenette
Meeting Room
Public Rest Rooms

Flexibility

It is not anticipated that this room would change purpose or require expansion.

Fenestration

Windows would enhance the room but natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellant, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Conference Room will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60", wide then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no



more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Portable assistive listening technology may be substituted for permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of a listening system.

Acoustics

Moderate to high acoustical isolation is required in this room. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed. A white noise or sound masking system may be required to provide an appropriate environment for meetings, conferences, and small programs.

HVAC

The HVAC system for this room will be part of the system that serves the Public Meeting Rooms Division, which may be open when other parts of the library are closed, and should operate independently to save energy costs.

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Conference Room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main presentation location. This can be within the conference room table or in a recessed floor box.

Provide one standard duplex communications outlet (two voice and two data) co-located with associated power at the wall 6" above any perimeter counter or 15" above the finished floor at a table location to support a phone and supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Conference Room.

Optional, quad video conferencing outlet (four voice) co-located with associated power at the video conferencing or future/potential video conferencing location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space .

Audio - Visual

Presentation of videotape or DVD material in the Conference Rooms may be accomplished using installed or portable televisions. To project computer images (e.g., PowerPoint),



portable or installed projection equipment is recommended since standard televisions are not capable of displaying computer images without the use of special electronics that greatly degrades the quality of the image.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the conference room. If speakers are installed in the room, appropriate sound amplification will be required. Images may be displayed onto a projection screen that may be motorized or manually operated. If the system is to display television images, outlets should be provided adjacent to the projector for connection to the TV distribution system (e.g., Cable TV, antenna, satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD,) and other processing equipment in a cabinet or closet within the Conference Room.

Security

This area will have assigned staff who are charged with its supervision. The Conference Room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Conference Room") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Conference Room	6	0	0
Clock	1	0	0
Table, Conference	1	160	160



FUNCTIONAL ACTIVITY

The function of this division is to provide services to young adults (primarily ages 12 to 16) by giving them a space in the library that they can call their own with collections and special study areas. Because of the "in-between" age, young adults often fall through the cracks with respect to library service. They are too old for the Children's Library, but frequently not mature enough to utilize the services and collections of the adult library. In this space, the needs of young adults can be met with special collections, limited privacy, and the ability for young adults to exchange ideas conversationally without disturbing other patrons or staff.

SPATIAL RELATIONSHIPS

The Young Adult Services Division should be very close to the Audio-Visual Collection Area since young adults will be heavy users of this collection. The YA Division should also be relatively close to the Circulation Services Division so that staff can supervise the young people. It should be in the proximity of the Reference Services Division to encourage youth to begin to make use of reference collections and services. However, it should not be located too close to Reference Services because the noise generated in the YA Division may disturb the patrons who need quiet for study or research. The Young Adult Services Area should not be located too near the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

CLOSE:

Audio-Visual Library

PROXIMITY:

Circulation Services

Reference Services

AWAY:

Children's Library

DIVISION SPACE SUMMARY		Sq. Ft.
Teen Group Study Room		179
Teen Study Room		150
Young Adult Collection & Seating		877
TOTAL:		1,206



Functional Activity

Young adults will congregate in this space to find books and magazines, and to read, study and talk with their friends. There will be a good deal of interaction between the young people, and the tables and chairs should be arranged to permit some socializing, (i.e., lounge seats should face one another, carrels should be sized to allow two teens to sit together, etc.) This area should be somewhat out of the way to keep the noise level from disturbing other library patrons, however the space must be easily supervised by staff at the nearest service desk.

Occupancy

READER SEATS: 10
TECHNOLOGY WORKSTATIONS: 4
MEETING ROOM SEATS: 0

Relationships

The Young Adult Collection and Seating area should be adjacent to both Study/Tutoring Rooms in the Young Adult Division and close to the AV Collection and Seating Area. Young adults will be some of the heaviest users of the AV materials and will be going back and forth between these two areas. This area should also be near the Circulation Desk or Reference Desk so that staff may supervise the young adults, but the space should not be near the Children's Library. The Young Adult Collection and Seating Area should be visible from the Reference Desk so that the staff can assist teens with homework assignments and encourage them to use other library resources.

ADJACENT:

Study/Tutoring Rooms (Young Adult Services)

CLOSE:

AV Collection & Seating
Circulation Desk

PROXIMITY:

Reference Desk

AWAY:

Children's Entrance

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean. Since a special effort is being made to serve young adults in this area, the interior design should include graphics, banners, and posters that appeal to teens.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering with tackable acoustical panels; Corner guards
for columns and walls; Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet



with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

Access

The Young Adult Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

A moderate to high level of acoustical dampening is required to keep noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens.

The use of non-glare accent lighting to highlight this space is encouraged to help draw young adults to this area. Consider use of neon light in this space to attract young adults. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network



connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

Staff at the Circulation and/or Reference Desks will supervise this area. It is critical that staff can view the entire space, including bookstack and seating areas. If this space is located within a room for sound attenuation, a window wall should provide unobstructed views of the occupants in the room from the Circulation and/or Reference Desks.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Circulation Desk, OPAC Area, and Reference Desk. This directional sign ("Young Adults") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Young Adults") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection category names, such as "Classics," "Paperbacks," and "New Books." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	7	12	84
1200 Young Adult			
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves	2	14	28
10 Young Adult Current Magazines			
Booth	5	90	450
Chair, Reader's	12	0	0
Computer, OPAC Desktop	4	0	0
Computer, Public Desktop	20	0	0
Printer, Ink-Jet (Color)	2	0	0
Study Counter	1	55	55



Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Table, Reader's	2	80	160
Technology Counter	4	25	100



Functional Activity

This room will serve as a quiet study room for young adults. It may also serve as a space for small group meetings, peer tutoring, a small multimedia viewing or listening room, Internet use, or a workroom for teens to work on collaborative projects. The activity and noise level in this room may be high, so acoustical treatment to contain the sound will be necessary.

The Study/Tutoring Room should be located in a public area where it is highly visible to staff at a nearby service desk or workroom. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

READER SEATS: 6
TECHNOLOGY WORKSTATIONS: 0
MEETING ROOM SEATS: 0

Relationships

The Young Adult Study/Tutoring Room should be adjacent to the Young Adult Collection and Seating Area. The Study/Tutoring Room should be visible from the Circulation and/or Reference Desks so that the staff can supervise the room, assist youth with homework assignments and encourage them to use other library resources.

ADJACENT:
Young Adult Collection & Seating

PROXIMITY:
Circulation Desk
Reference Desk

Flexibility

This area would not be expanded although additional study rooms might be added. It is possible that the room may not serve its intended purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:
Acoustical tile

WALLS:
Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base

FLOOR:
Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Study/Tutoring Room must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must



be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Unless other equivalent study space is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Audio - Visual

The Study/Tutoring Room will support the use of portable audiovisual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. A projection screen or unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security



The Study/Tutoring Room must be readily supervised by staff at the nearest service desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Signage

Required signage includes a permanent room identification sign ("Study Room" or "Quiet Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Group Study	6	0	0
Clock	1	0	0
Table, Group Study	1	175	175
Waste Basket	1	4	4
White Board	1	0	0



Functional Activity

This room will serve as a quiet study room for young adults. It may also serve as a space for small group meetings, peer tutoring, a small multimedia viewing or listening room, Internet use, or a workroom for teens to work on collaborative projects. The activity and noise level in this room may be high, so acoustical treatment to contain the sound will be necessary.

The Study/Tutoring Room should be located in a public area where it is highly visible to staff at a nearby service desk or workroom. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

READER SEATS: 4
TECHNOLOGY WORKSTATIONS: 0
MEETING ROOM SEATS: 0

Relationships

The Young Adult Study/Tutoring Room should be adjacent to the Young Adult Collection and Seating Area. The Study/Tutoring Room should be visible from the Circulation and/or Reference Desks so that the staff can supervise the room, assist youth with homework assignments and encourage them to use other library resources.

ADJACENT:
Young Adult Collection & Seating

PROXIMITY:
Circulation Desk
Reference Desk

Flexibility

This area would not be expanded although additional study rooms might be added. It is possible that the room may not serve its intended purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:
Acoustical tile

WALLS:
Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base

FLOOR:
Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Study/Tutoring Room must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must



be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Unless other equivalent study space is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Audio - Visual

The Study/Tutoring Room will support the use of portable audiovisual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. A projection screen or unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security



The Study/Tutoring Room must be readily supervised by staff at the nearest service desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Signage

Required signage includes a permanent room identification sign ("Study Room" or "Quiet Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Group Study	4	0	0
Clock	1	0	0
Table, Group Study	1	150	150
White Board	1	0	0

